

User Manual

MacSpeech Dictate™

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Introduction

MacSpeech Dictate is a speech recognition application. This means that you, the user, speak into a microphone and MacSpeech Dictate interprets your speech as actual words. It can then respond to those words. It can respond in one of two ways:

- It can interpret your words as a **command**, in which case it will *obey* the command. For example, you can tell Safari to select a link in the text of a page you're viewing, by saying **Move to Next Link**; then you can tell Safari to go to the linked page, as if you had clicked that link with the mouse, by saying **Jump to This Link**.
- It can interpret your words as **dictation**, in which case it will *type* what you said, at the insertion point or selection in the frontmost application. For example, you can place the insertion point at the start of a new empty word processing document and say **Good morning, period**, and MacSpeech Dictate will type: **Good morning.**

How does MacSpeech Dictate work? It isn't magic or mysterious. Behind the scenes, MacSpeech Dictate interprets the words you speak using a powerful and highly accurate speech recognition engine with an extensive, flexible vocabulary. To obey your commands or type your dictation, MacSpeech Dictate uses a combination of technologies built into Mac OS X, such as Accessibility and AppleScript. You can get up and running with MacSpeech Dictate very quickly, but you will have some preparation to do beforehand, and you will have some learning to do as you go along. Here's why:

PREPARATION. Before MacSpeech Dictate can interpret your speech, you must provide a sample of your speech, so that MacSpeech Dictate knows what your voice sounds like and how you pronounce your words.

LEARNING. MacSpeech Dictate can't obey just any old commands. When you start out, you won't know MacSpeech Dictate's built-in commands; you'll learn them as you go along (especially the ones you use most frequently). When dictating, you won't always know MacSpeech Dictate's terms for punctuation that you want to use; these, too, you'll learn as you go along. (Of course you'll have plenty of assistance along the way; MacSpeech Dictate has a window listing its commands and punctuation, plus you can consult this manual and the online help.) You'll also learn to speak more clearly and smoothly; speaking to a computer program takes practice.

With time, you'll become more experienced, and most of the things you do with MacSpeech Dictate will become second nature. You may even customize MacSpeech Dictate's abilities to suit your needs. For example, you might add to its repertory of commands. MacSpeech Dictate comes with built-in specialized commands for controlling itself plus six commonly used applications, along with a set of general commands for use with any application. You can **write your own commands** for inserting text, running a script, choosing a menu, and so forth. And you'll almost certainly customize MacSpeech Dictate's understanding of your speech. You can **add to MacSpeech Dictate's vocabulary**, in case you use words that it doesn't already know. And when MacSpeech Dictate types what you dictate and gets it wrong, you can **train MacSpeech Dictate to understand you better**, telling it the right interpretation of what you said and improving its ability to interpret your speech correctly in the future.

You're probably eager to install MacSpeech Dictate and provide it with an initial sample of your speech so that you can start controlling your computer by speaking. The next chapter will guide you through the steps for doing so.

Installation and Making a Voice Profile

Before you can use MacSpeech Dictate, you must have two kinds of hardware that conform to its requirements: your computer, and a microphone.

COMPUTER REQUIREMENTS

- You must be using an Intel-based Macintosh computer.
- Your system must be Mac OS X “Leopard” version 10.5.6 or later.
- The computer should have at least 1GB of RAM (preferably 2GB or more).
- Your hard drive should have at least 2GB of free space to install MacSpeech Dictate and its associated files, and this installation should leave plenty of additional empty free space.
- As with any software application, a faster processor improves performance.
- Accessibility must be turned on your Universal Access system preferences.

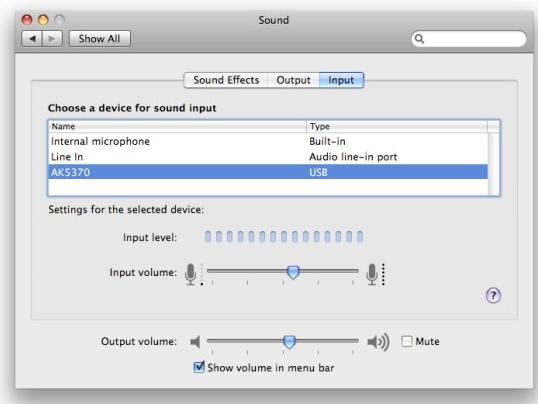
MICROPHONE REQUIREMENTS

- You must have a USB microphone. This microphone should be of high quality, with noise-cancelling abilities. Ideally, it should be on the list of USB microphones certified and supported by MacSpeech. You can find a list at the [MacSpeech web site](#).

Plug the USB microphone into one of your computer’s USB ports. If you’re running short of open USB ports, it might be worth investing in a powered USB hub. You can then plug some of your USB devices into the hub, and plug the hub into the computer. Some USB microphones, however, must be plugged directly into the computer.

In System Preferences > Sound > Input, make certain that the USB microphone is selected as the sound input device. *This is crucial.* A USB microphone can be

plugged into the computer without being the input device; in such a case, your voice will be input in some other way, such as your computer's built-in microphone, and MacSpeech Dictate will be unable to interpret your speech accurately.



Use System Preferences > Sound to make sure your USB microphone is the sound input device.

NOTE. You should *always* make certain that your USB microphone is the sound input device before starting to use MacSpeech Dictate. MacSpeech Dictate will ascertain, as it launches, that the USB microphone is plugged in; but it cannot ascertain that the USB microphone is the sound input device. If it is not, speech recognition will not work correctly.

Initial Installation

Use the following checklist to make certain you are ready to install MacSpeech Dictate.

- Your USB microphone is connected to your computer.
- Your USB microphone is your computer's [sound input device](#), as shown in System Preferences > Sound > Input.

- Your computer is connected to the Internet. You will need an Internet connection in order to enter your registration number and license your copy of MacSpeech Dictate.
- Accessibility is turned on in System Preferences > Universal Access. Check now that this true. Choose System Preferences > Universal Access, and make certain that **Enable access for assistive devices** (near the bottom of the window) is *checked*.



In System Preferences > Universal Access, “Enable access for assistive devices” must be checked.

When you've completed the above checklist, you're ready to begin installing MacSpeech Dictate.

MacSpeech Dictate comes in two parts: the application (on a CD), and the speech recognition engine data (on a DVD).

Insert the CD into the computer and copy the MacSpeech Dictate application onto your hard disk. The Applications folder is a good place, and the CD includes an alias for your Applications folder so you can drag the MacSpeech Dictate application icon onto the Applications folder icon as a way of installing the application into your Applications folder. But you can put MacSpeech Dictate anywhere you like.

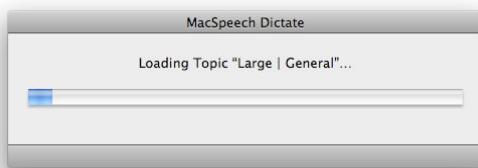
Eject the CD.

Launch MacSpeech Dictate from your hard drive. MacSpeech Dictate requests the DVD containing the speech recognition engine data (“MacSpeech English Data”). Leave the dialog up.



MacSpeech Dictate asks for the DVD containing the speech recognition data.

Insert the DVD into the computer. When it has mounted, return to MacSpeech Dictate and click OK in the dialog. (The DVD may appear to you to contain no data, but it's there anyway.) MacSpeech Dictate copies the data from the DVD to your hard drive, reporting its progress as it does so.



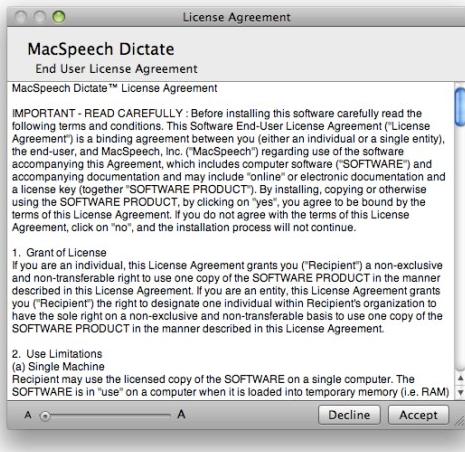
MacSpeech Dictate copies the data from the DVD to your hard drive.

When MacSpeech Dictate has finished copying the data to your hard drive, it asks whether you'd like to eject the DVD. Click Eject.



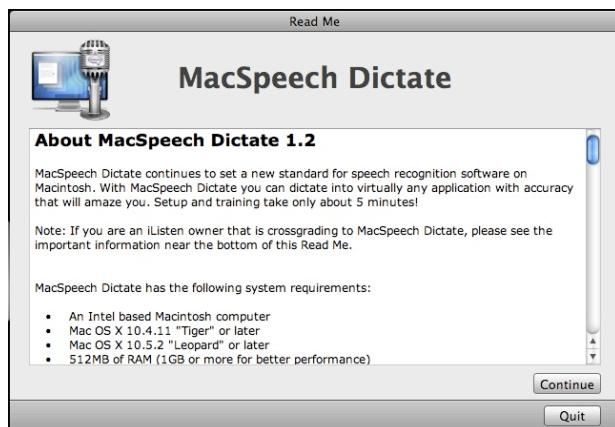
Click Eject to remove the DVD containing the speech recognition engine data.

Installation is now complete, and MacSpeech Dictate displays the license agreement. Click Accept after reviewing it.



Click Accept after reviewing the license agreement.

MacSpeech Dictate displays the Read Me window. Click Continue after reviewing this information.



Click Continue after reviewing the Read Me window.

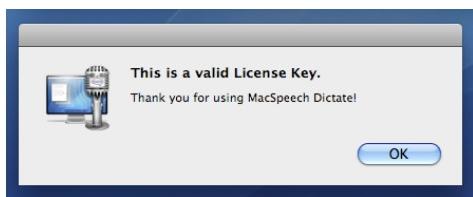
MacSpeech Dictate now asks for your license. A license is a license file. You presumably don't have such a file yet, so you need to enter your registration number

in order to get it. Click Register This Software to summon a dialog where you can enter your registration number and obtain a license file.



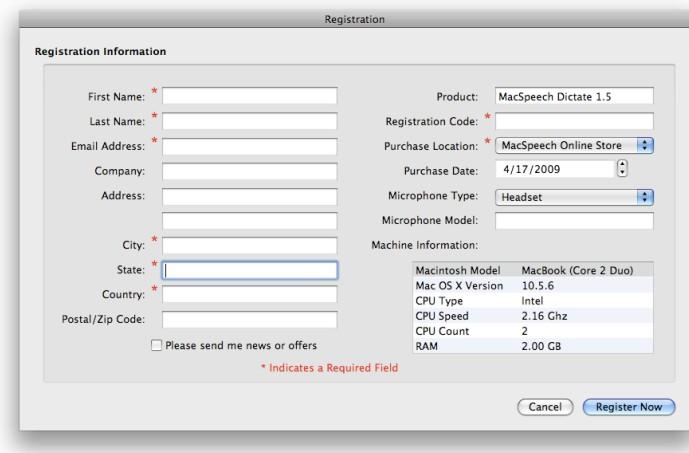
Click Register This Software to summon the registration dialog.

If you do have a license file, MacSpeech Dictate should find it automatically at this point, and the entire Register This Software step will be skipped. In that case, you will see a dialog informing you that your license has been found and is valid.



The dialog that you see at this point if you already have a license file.

Since you don't have a license file yet, you have clicked Register This Software, and the registration dialog appears. Fill in the required information. (MacSpeech needs this information to set up an account for you at the MacSpeech web site; your information will remain private.) Type or copy your registration code into the appropriate field of the dialog. The registration code, which you can find on the registration code sticker, is roughly of this form: **AB11-ABCD-EFGH-I123**.



Fill out the registration dialog and click Register Now. Your computer must be *connected to the Internet*.

When you've filled out the dialog, make sure your computer is *connected to the Internet* and click Register Now. MacSpeech Dictate goes out over the Internet, connects to MacSpeech's server, and downloads and installs your license file. If this operation is successful, MacSpeech Dictate informs you of the fact. Click OK.



MacSpeech Dictate has downloaded and installed your license. Click OK.

MacSpeech Dictate's installation is now complete.

In order to use MacSpeech Dictate, you need a voice profile. Since you have only just installed MacSpeech Dictate, you have no voice profile. Therefore, MacSpeech Dictate immediately offers to create one.

Creating a Voice Profile

A *voice profile* is a complete set of data on how you speak: what your voice sounds like, and what vocabulary you use. In order to speak into MacSpeech Dictate, you must have at least one profile.

In many cases, one profile is all you'll need. But you'll need multiple profiles in certain situations:

- If different people are using MacSpeech Dictate, each will need their own profile.
- If you use MacSpeech Dictate with different microphones, you'll need a profile for each microphone.

Every profile has a name, which uniquely identifies it. When you create a profile, you start by giving it a name.

NOTE. The data for a profile lives on your hard disk as a package whose file extension is *.dictateprofile*. You are offered the chance to set a profile's location at the time you create it. You may place it anywhere you like, but a good idea is to put all profiles together in a known location; for example, you might create a folder *~/Documents/MacSpeech Profiles*. This allows the profile data to be backed up easily. A symbolic link to each profile will be found in *~/Library/Application Support/MacSpeech/MacSpeech Profiles*.

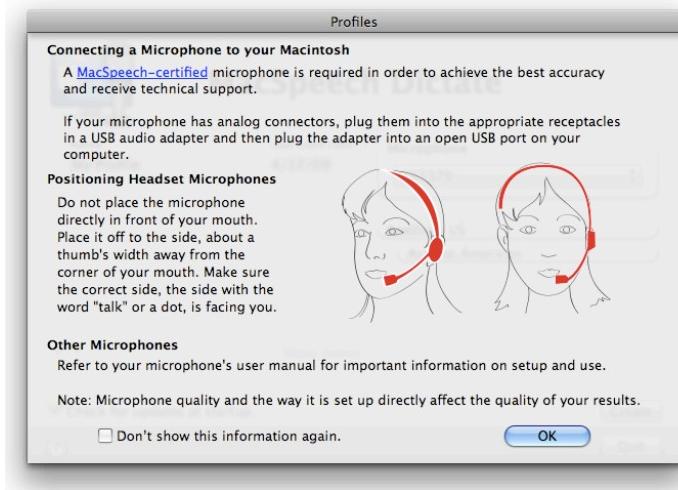
The first time you use MacSpeech Dictate, you will be prompted to create a new profile.

When MacSpeech Dictate sets out to create a profile, it starts with a File Save dialog (“Name a New Profile”). Give the new profile a name. Specify a folder in which to keep this profile. Click Choose.



The Name a New Profile dialog. Give the profile a name, specify a folder in which to save it, and click Choose.

MacSpeech Dictate next presents a dialog describing the proper positioning of your microphone. Position the microphone as shown. A checkbox lets you skip this dialog in future, but don't ignore the advice in this dialog! The microphone should be near your mouth but not too close, and it should be slightly off to one side so that puffs of breath, either from breathing or from articulation, are not interpreted as speech. You should position the microphone correctly, and you should attempt to recreate its position each time you use MacSpeech Dictate. Click OK when you're ready to proceed.



MacSpeech Dictate shows you the correct microphone position. Read it, do what it says, and click OK.

MacSpeech Dictate now displays the Profiles window, where you will set the characteristics of this profile. You have three characteristics to set up: Microphone, Spelling, and Accent.

MICROPHONE. MacSpeech Dictate has already detected your USB microphone, and unless you have more than one USB microphone plugged into the computer, this will be the only choice offered. Your chosen microphone will be the only microphone that this profile will work with. If you start up MacSpeech Dictate and a microphone is not detected, the Profiles window will report this fact and your only choice will be to quit.

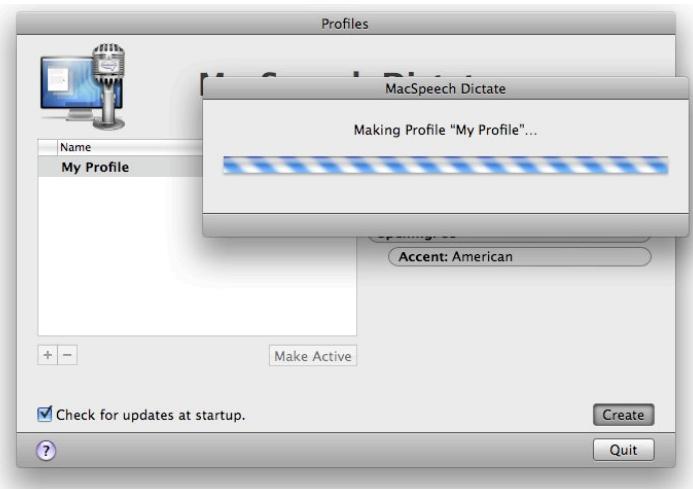
SPELLING. Choices are US and UK.

ACCENT. Choices depend upon your choice of spelling.



The Profiles window is where you manage your profiles. Here, you're about to finish creating a new profile. Choose the correct settings and click Create.

When you've set the Microphone, Spelling, and Accent pop-ups, click Create. While your profile is created, MacSpeech Dictate puts up a progress dialog.



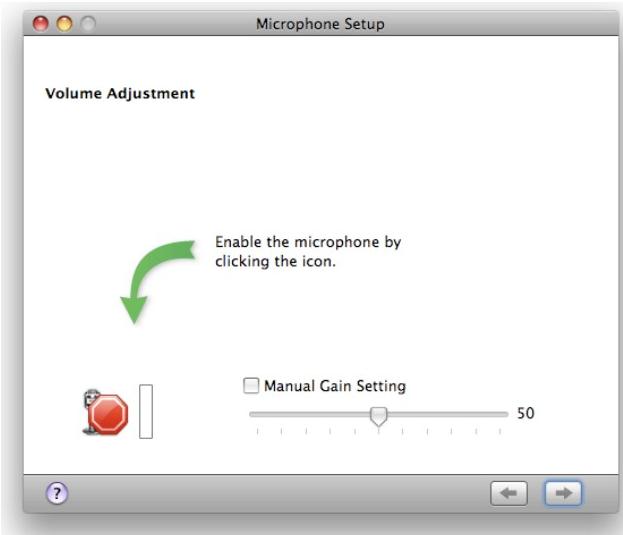
While creating a profile, MacSpeech Dialog puts up a progress dialog.

After you create a profile, MacSpeech Dictate automatically proceeds to microphone setup.

TIP. You are about to begin speaking to MacSpeech Dictate. It might be a good idea to read the “[Tips on Speaking](#)” section now. If your microphone is a headset, put it on! [Position the microphone](#) correctly.

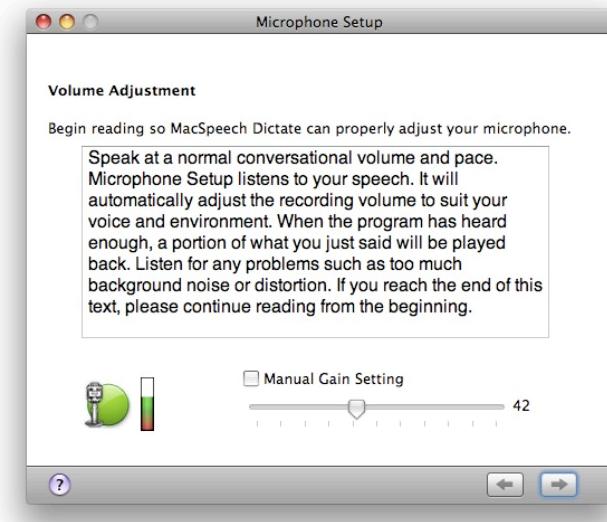
Microphone Setup

Microphone setup takes place in the Microphone Setup window, and involves adjusting the **sound input level**.



The Microphone Setup window is where you adjust your sound input level. To begin, click the microphone icon with the red “stop sign.”

To begin adjusting your sound input level in the Microphone Setup window, click the microphone icon with the red “stop sign.” The window changes to display a paragraph of text for you to read aloud.



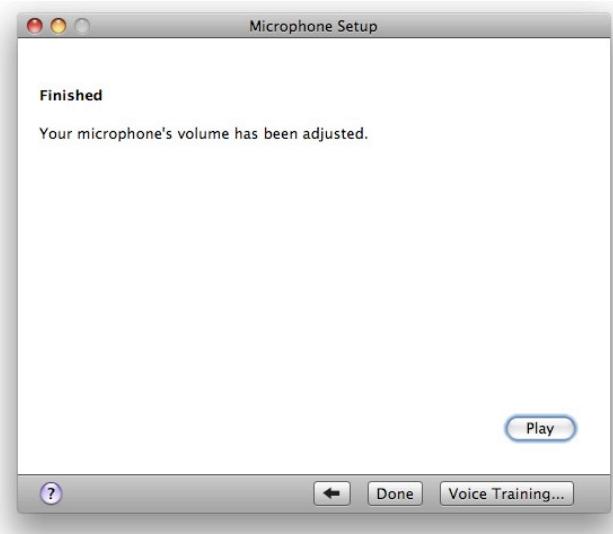
Read aloud the paragraph displayed in the box in the Microphone Setup window. As you read, MacSpeech Dictate will adjust your microphone sound input level.

Read the paragraph of text aloud. Speak slowly, naturally, clearly, and continuously, but do not worry about enunciation, because MacSpeech Dictate is not

listening to your words; what's important is *how loudly* you speak. Try to speak at a natural, consistent loudness, representative of how you will normally speak to MacSpeech Dictate in your current environment. As you speak, the level indicator to the right of the microphone icon shows your sound input level, a combination of how loudly you speak and how MacSpeech Dictate has adjusted the microphone sound input level; and the horizontal gain indicator slider moves left and right as MacSpeech Dictate experiments with different sound input levels. When MacSpeech Dictate has heard enough, and has set your microphone sound input level optimally, it will turn off the microphone and switch away from this window automatically. If you reach the end of the paragraph before that happens, start reading aloud from the beginning again.

NOTE. You can check Manual Gain Setting if you want to operate the slider yourself, but MacSpeech Dictate should be able to do a better job of adjusting your microphone sound input level than you would.

In the next window, MacSpeech Dictate pauses, and plays back a recording of the last little bit of your speech. Listen to make sure that your speech level is clear and undistorted. Press Play to hear the recording again. Make sure there is no static, excess noise, or hum. Such problems are probably a sign of faulty microphone hardware or a bad connection. If you think there's a problem with the recording, and you'd like to perform the microphone sound level adjustment again, click the left-arrow button at the lower right to return to the previous window. (See “[Sound Input Troubleshooting](#)” for tips on diagnosing sound input problems.)



MacSpeech Dictate has adjusted your microphone sound input level. If you're creating a profile, click Voice Training to proceed.

The next step in creating a profile is to do a session of voice training. This is where you read aloud a little story, so that MacSpeech Dictate can learn how your voice sounds and how you pronounce your words. Click Voice Training to proceed. You'll be taken to the Voice Training window.

Voice Training

Voice training is a process where you **read aloud a little story**. It takes place in the Voice Training window.

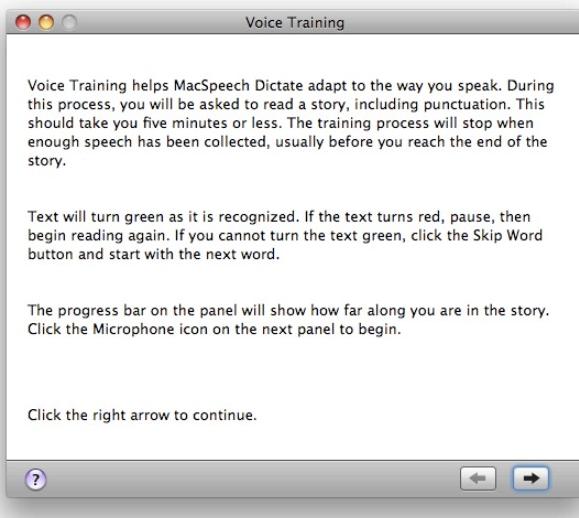
TIP. This would be a really good time to read the “[Tips on Speaking](#)” section if you haven’t done so already. Or maybe read it again. If your microphone is a headset, put it on! [Position the microphone](#) correctly.

During voice training, MacSpeech Dictate listens to your speech, matching it up with the words of the story. In this way, MacSpeech Dictate learns how *your* voice sounds and how *you* pronounce your words. Voice training is the most important step in creating a profile. This is why you need a different profile for each different

person and microphone. You might even need to create a new profile if your voice changes temporarily — because you catch a cold, for instance.

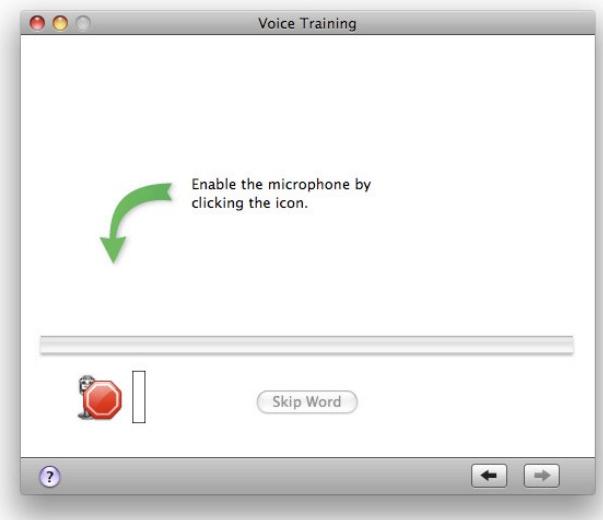
MacSpeech Dictate presents the Voice Training window, containing a description of what's about to happen. Click the right-arrow button, at the lower right, to proceed.

When you do voice training in an existing profile, you are shown a window where you can select from among three stories to read from; stories you've previously read are marked with a “green circle” icon. But when you first create a profile, the first story is automatically selected for you.



The Voice Training window, before reading a story. To proceed, click the right-arrow button at lower right of the window.

MacSpeech Dictate presents the window in which it will show you the story. The microphone is off, signified by a red “stop sign” icon, and training will not begin until you click the icon.



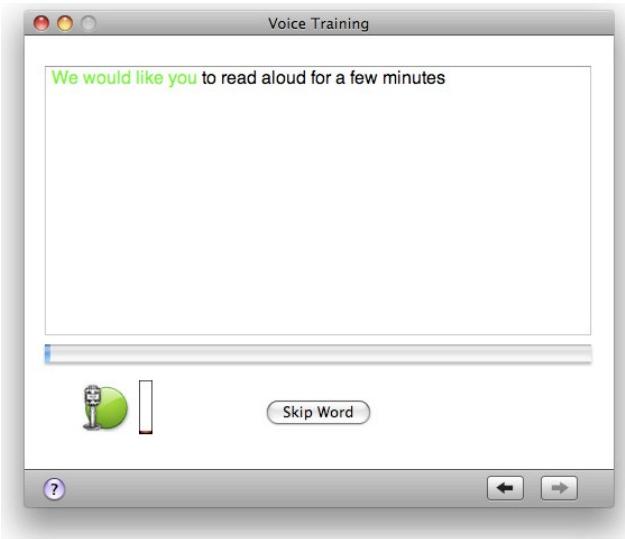
The Voice Training window, ready for you to start reading a story. Click the microphone icon (with the red “stop sign”) to begin.

Here's what's going to happen when you click the microphone icon. MacSpeech Dictate will turn on the microphone (the icon will change to a green circle) and will present you with a short page of text to read aloud — usually just a sentence or two. You must read all the text, including punctuation (because that's what you do when you dictate). To help you with this, punctuation is printed in capital letters, but you don't read it any special voice. You should read in fairly brief utterances, pausing after each utterance **green**. When you reach the end of the page (all text has turned **green**), MacSpeech Dictate automatically “turns the page” for you.

If MacSpeech Dictate has trouble with what you said, it turns the current utterance **red**. If this happens, you need to read the **red** text again. If MacSpeech Dictate still doesn't understand (the same text remains **red**), you can click Skip Word to proceed past that text. If you feel that things are really going badly and that you'd like to begin reading this story all over again, click the left-arrow button.

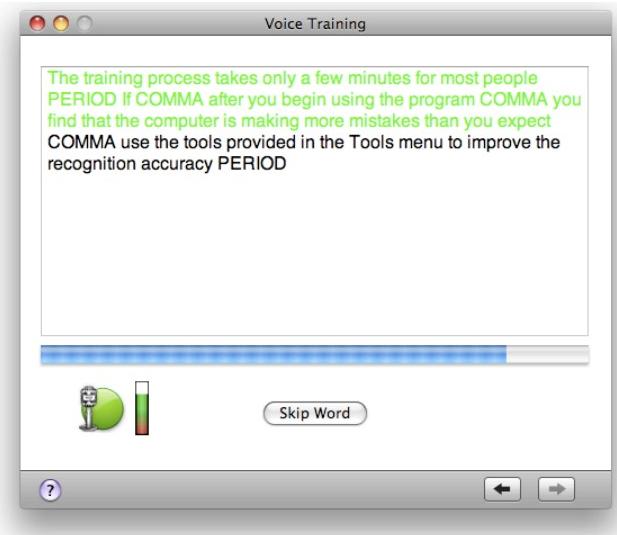
As you read, keep an eye on the sound input level indicator (the vertical bar to the right of the microphone icon). Speak at a level that keeps this at about the middle of the green section.

WARNING. The speech recognition engine has no experience with your voice to build on during the first few pages of a new profile's Voice Training story, so your utterances must be quite short and careful, and the pauses between them must be long, to give the engine a chance to catch up and turn the text green. You will probably need to read like this: "We. Would like. You. To read aloud. For a few minutes." After the first couple of pages, you will find that you can start speaking much more naturally.



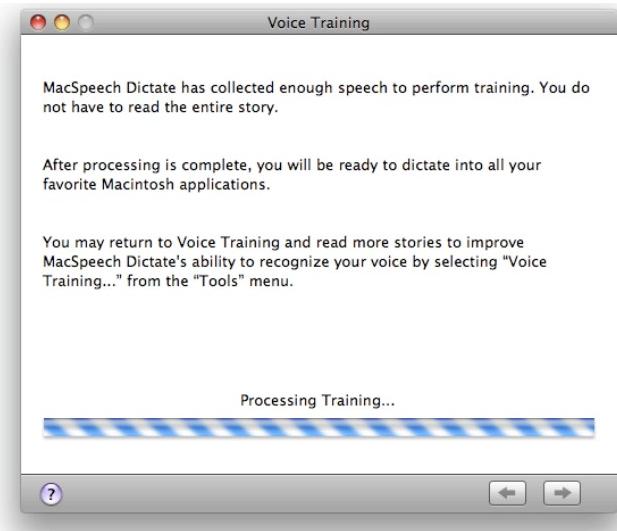
The first page of the Voice Training story for a new profile. The first few words have been read, and have turned green.

As your reading of the story proceeds, MacSpeech Dictate "turns the page" for you. Progress from page to page is shown by the horizontal progress indicator below the text. If you need to pause at any time (to clear your throat, get a drink of water, sneeze, stretch, whatever), click the microphone icon to turn it to a red "stop sign"; when you're ready to proceed, click it again to turn it into a green circle once again, and carry on reading.



A page late in the first Voice Training story. You can tell the story is nearly finished, because the blue horizontal progress indicator is nearly full. Notice the level of the sound gain indicator at the right of the microphone icon; this is about the level where you want to keep it, by speaking louder or softer.

When you finish reading the last page of the story, MacSpeech Dictate will analyze the data it has gathered about your voice and feed that analysis into your profile. (Actually, this might happen in the middle of the last page, or an earlier page, if MacSpeech Dictate feels it has sufficient data.)

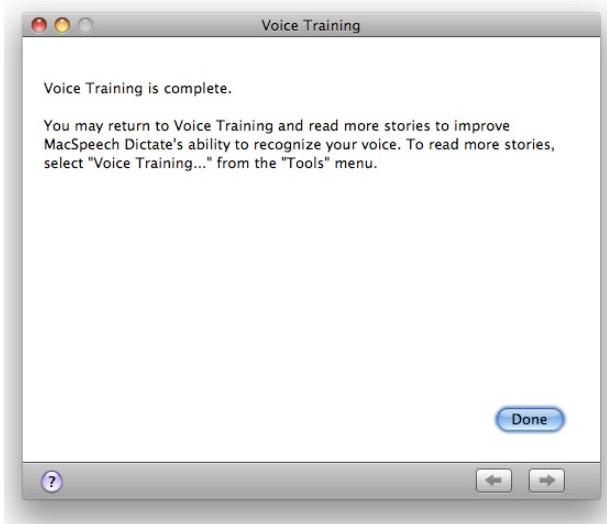


MacSpeech Dictate analyzes your reading of the story and feeds the analysis into your profile. Be patient while processing proceeds.

During MacSpeech Dictate's analysis of your reading of the story, *be patient*. Analysis is extremely calculation-intensive and can take a long time (possibly as long as it took you to read the story in the first place). Do not interrupt. Do not do anything else with your computer. Do not force quit MacSpeech Dictate (doing so may ruin your profile).

As this dialog informs you, you can read this story again later, or choose from two other stories, by choosing Tools > Voice Training. It's best to use MacSpeech Dictate for a while, though, speaking and dictating, refining the way you speak, and improving recognition through Recognition Training. Most users do not find it necessary to do any Voice Training beyond the first story.

When analysis of your reading is complete, the Voice Training window presents a final dialog. Click Done to proceed.



Analysis of your reading is complete. Click Done to proceed.

If you have just completed the first Voice Training of your first profile, MacSpeech Dictate presents the Welcome window. You may glance over its contents. (If you want to read this window again later, you can summon it from the Help menu.) When you're ready, close the window.



The Welcome window. Close the window to start using MacSpeech Dictate.

You now have a working profile, and the profile is active. You are ready to speak to MacSpeech Dictate and have it type what you say and obey your commands. If you have just installed MacSpeech Dictate for the first time and are curious about where its parts were installed, read "[What's Installed Where.](#)"

Interface

MacSpeech Dictate's basic interface is extremely simple. This chapter will tour its key features; details on some of these features appear in later chapters.

You can use MacSpeech Dictate while working in any application, so the purpose of MacSpeech Dictate's interface is to be present (so that you can control MacSpeech Dictate's behavior) without being in your way.

The Profiles Window

When you start up MacSpeech Dictate, you might see the Profiles window. Choose your profile and click Make Active. If you'd like to avoid seeing the Profiles window at startup, uncheck Show Profiles Window in the General Preferences pane. MacSpeech Dictate will then automatically use, when it starts up, the profile you were using when you previously quit the application.



The Profiles window. If you see this window at startup, choose your profile and click Make Active.

The Status Window

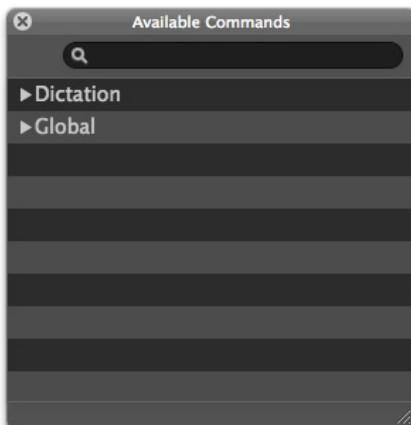
The Status window is your control center for MacSpeech Dictate. It floats over the windows of all other applications. Here you can turn the microphone on and off, change modes, and more. For details, see “[Status Window](#).”



The Status window floats over all applications.

The Available Commands Window

The Available Commands window lists the commands you can say to MacSpeech at the moment. It floats over the windows of all other applications. For details, see “[Available Commands Window](#).”



The Available Commands window tells you what you can say at the moment. To reveal the actual commands, click a triangle.

The Dock Menu

The MacSpeech Dictate Dock menu provides commands for showing and hiding MacSpeech Dictate's windows, and for controlling modes and microphone state. The Dock menu is available no matter what application is frontmost.



The Dock Menu lets you control MacSpeech Dictate no matter what application is frontmost.

The Status Menu Item

The MacSpeech Dictate status menu item indicates whether the microphone is on or off, and clicking it toggles the microphone state. It provides a simple and convenient way to turn the microphone on or off, no matter what application is frontmost, and even if the Status window is not present. If you'd prefer not to see the status menu item, uncheck In The Menu Bar in the Appearance Preferences pane.



The status menu item controls the microphone.

Keyboard Shortcuts

MacSpeech Dictate lets you define global keyboard shortcuts (“hot keys”) to perform each of the following tasks:

- Turn the microphone on or off.
- Switch between Dictation mode, Spelling mode, and Command mode.
- Show or hide the Recognition window.

To set these keyboard shortcuts, use the Shortcuts Preferences pane.

These are all tasks that you can perform in other ways, such as using your voice, or clicking in the Status window; the keyboard shortcuts are an optional convenience, and many users happily ignore them or even disable them.

Speech

The most important way to interact with MacSpeech Dictate is to talk to it! To talk successfully to MacSpeech Dictate, you need to know about microphone state and the four modes, so that’s the subject of the next section.

Modes and the Microphone

The most important thing that you need to be in control of and aware of when using MacSpeech Dictate is its state. At all times, the microphone is either **on or off**; and if the microphone is on, MacSpeech Dictate is in one of **four modes**. These settings determine whether and how MacSpeech Dictate will respond to your speech.

THE MICROPHONE

MICROPHONE OFF. MacSpeech Dictate is not listening at all. No sound can affect it. The only change you can make is to turn the microphone on, and the only way to do that is using the mouse or keyboard.

MICROPHONE ON. MacSpeech Dictate is listening, and how it responds to your speech depends on what mode it is in.

THE FOUR MODES

DICTATION MODE. If MacSpeech Dictate can interpret your words as a command, it obeys the command. Otherwise, MacSpeech Dictate interprets your words as dictation, and types those words at the insertion point in the frontmost application.

SPELLING MODE. If MacSpeech Dictate can interpret your words as a command, it obeys the command. Otherwise, MacSpeech Dictate tries to interpret your words as a limited set of letters and punctuation, and types those letters and punctuation at the insertion point in the frontmost document. If MacSpeech Dictate can't interpret your words as a command or as letters and punctuation, nothing happens.

COMMAND MODE. If MacSpeech Dictate can interpret your words as a command, it obeys the command. Otherwise, nothing happens. You can give

commands in Dictation mode and Spelling mode as well, but Command mode can be an advantage because MacSpeech Dictate doesn't have to decide whether what you're saying is something to be typed or a command to be obeyed. You might switch to Command mode when you are about to issue a command or a series of commands and you want to make certain that nothing you say is interpreted as dictation and typed accidentally into your document.

SLEEP MODE. If MacSpeech Dictate can interpret your words as one of the commands **Wake Up** or **Turn [the] Microphone On**, it returns to one of the three preceding modes. Otherwise, nothing happens.

Microphone Off and On

To **pause your work completely**, turn the microphone off entirely. The implications of turning off the microphone are best understood by contrast with those of Sleep mode.

The *advantage* of turning the microphone off, as opposed to Sleep mode, is that no voice input can be interpreted, even accidentally, as a command to turn the microphone on. All voice input is ignored.

The *disadvantage* of turning the microphone off is that you can't turn it on again using your voice; you *must* use your hands. Sleep mode, on the other hand, lets you speak to resume work.

To **turn the microphone off**:

- Say **Microphone Off**.
- Choose Speech > Microphone Off.
- Choose Microphone Off from the Dock menu.
- Click the microphone icon in the Status window so that it appears with a red “stop sign”.

- Click the optional status menu item in the menu bar so that it appears with a red “stop sign”.
- Press the keyboard shortcut for toggling the microphone.

To **turn the microphone on**, when the microphone is off:

- Choose Speech > Microphone On.
- Choose Microphone On from the Dock menu.
- Click the microphone icon in the Status window so that it appears with a green “go button”.
- Click the optional status menu item in the menu bar so that it appears with a green “go button”.
- Press the keyboard shortcut for toggling the microphone.

To **learn whether the microphone is on or off**:

- Look at the Status window. The microphone icon displays the microphone’s status.
- Look at the optional status menu item in the menu bar. It is a miniature version of the Status window microphone icon, and displays the microphone’s status.
- Look at the Dock icon for MacSpeech Dictate. It appears (optionally) with a microphone icon displaying the microphone’s status.
- Look in the Speech menu. If the microphone is on, the first menu item will read Microphone Off; if the microphone is off, the first menu item will read Microphone On.
- Look in the Dock menu. It contains menu items that work just like the Speech menu.

Sleep Mode

To **pause your work temporarily**, switch to Sleep mode. In Sleep mode, MacSpeech Dictate is listening, but it is in a special state where it responds only to a very limited set of commands. They are:

- Wake Up
- Turn [the] Microphone On

Anything else you say will be ignored. This allows you to pause your work and have MacSpeech Dictate ignore microphone input until you are ready to resume work.

To **enter Sleep mode**:

- Say **Sleep Mode**, or **Go to Sleep**.
- Choose from the Status window mode menu. The mode menu appears when you click the mode button in the Status window.
- Choose from the Speech menu.
- Choose from the Dock menu.

To **learn whether you are in Sleep mode**:

- Look at the Status window. Its mode button shows the Sleep icon, and the microphone appears with a blue “sleep balloon” with a crescent moon.
- Look at the Dock icon for MacSpeech Dictate. (Alternatively, use Command-Tab to display the application switcher.) If you have chosen the option to badge the Dock icon to display the microphone status, it appears with a crescent moon.
- Look at the optional status menu item. It appears with a crescent moon.
- Look in the Speech menu. The fourth mode menu item says “Wake Up”.

- Look in the Dock menu. It contains menu items that work just like the Speech menu.

When in Sleep mode, you can **resume work** by doing any of the following:

- Say **Wake Up** or **Turn [the] Microphone On**.
- Choose Speech > Microphone On or Speech > Wake Up.
- Choose Microphone On or Wake Up from the Dock menu.
- Click the microphone icon in the Status window so that it appears with a green “go button”.
- Click the optional status menu item so it appears with a green “go button”.
- Press the keyboard shortcut for toggling the microphone.

Learning and Switching Modes

The three non-sleep modes — Dictation mode, Spelling mode, and Command mode — form a group. You can switch from one to another, and learn which mode MacSpeech Dictate is in, in a consistent manner.

To **switch between modes**:

- Say one of the following:
 - **Dictation Mode**
 - **Spelling Mode**
 - **Command Mode**
- Choose from the Status window mode menu. The mode menu appears when you click the mode button in the Status window.
- Choose from the Speech menu.
- Choose from the Dock menu.
- Press the keyboard shortcut for cycling between modes.

To **learn what mode you are in:**

- Look at the Status window. The mode button's icon represents the current mode; and in the mode menu, which appears when you click the mode button, the current mode is checked.
- Look in the Speech menu. The current mode is checked.
- Look in the Dock menu. It contains menu items that work just like the Speech menu.

Dictation Mode

In Dictation mode, you can both dictate text to be typed and issue commands to be obeyed. MacSpeech Dictate will type what you say, interpreting your words as dictation, *unless* it recognizes what you say as a command.

In general, if you speak smoothly and continuously, MacSpeech Dictate will interpret your words as **dictation**, even if they include words that might be a command. If you pause before and after a phrase, on the other hand, MacSpeech Dictate will consider that phrase as a possible **command**.

For example, **Go To Sleep** is a command (it switches to Sleep mode). So:

If you say **Go. To sleep**, MacSpeech Dictate types **Go to sleep**.

If you say **Don't go to sleep in the middle of the lecture**, MacSpeech Dictate types those words.

But if you say **Don't. Go to sleep**, MacSpeech Dictate types **Don't** and then switches to Sleep mode.

So, to ensure that a phrase is recognized as a command, pause before and after the command, but speak the command itself smoothly and continuously.

This might be a good time to review the “[Tips on Speaking](#)” section.

What You Can Say in Dictation Mode

WORDS AND PHRASES TO BE TYPED. You can use the Vocabulary Editor window to view and edit the list of words that MacSpeech Dictate knows about. You should try not to make any extraneous noises, but MacSpeech Dictate will do its best to ignore the well-known hesitation noises “ah”, “er”, “uh”, and “um”. (In fact, you may have to use Spelling mode to type such items.)

INSTRUCTIONS FOR SPACING AND CAPITALIZATION. In general there should be no need for these; MacSpeech Dictate will perform intelligent automatic spacing and capitalization. But if you do need finer control over capitalization and spacing, you have it. See “[Capitalization, Spacing, and Numbers](#). ” To **insert a space**, say **Space Bar**.

In many cases it will be simpler to let MacSpeech Dictate perform its automatic capitalization, right or wrong, and then correct it after the fact with the capitalization editing commands discussed below.

PUNCTUATION. Unlike spacing and capitalization, you *must* explicitly dictate any desired punctuation; MacSpeech Dictate doesn’t try to insert punctuation intelligently based on grammar, tone of voice, or anything like that. Unlike Spelling mode, Dictation mode does incorporate punctuation into its intelligent automatic spacing. For names of punctuation marks, see “[Punctuation](#). ”

NAMES OF LETTERS. Letter names may be used to type a word consisting of a letter, or for dictating an acronym; but you should not use letter names in Dictation mode as a substitute for Spelling mode. For example, to type **An a-z of animals**, say **An alpha hyphen zulu of animals**. Even this approach is not entirely reliable, as MacSpeech Dictate must allow for the possibility that **alpha** means **alpha**. Spelling mode gets better results. See “[Letter Names in Dictation Mode](#). ”

COMMANDS. All global, key, generated, and application-based commands are available.

RECOGNITION TRAINING COMMANDS. You can train the voice model and **correct recognition errors** with these Dictation mode commands:

- Train the Word “Someword”
- Train the Words “Someword” Through “Otherword”
- Train the Words “Someword” to “Otherword”

The words (or the utterance containing them) are selected and the Recognition window opens. See “[Recognition Window](#).” When the Recognition window is open, additional Recognition window commands are available.

NAVIGATION AND EDITING COMMANDS. These are Dictation mode commands, listed in the next section, designed for basic text navigation and editing, to correct your own errors, to modify what you dictated, or to fix capitalization. These are “proper” ways to work on your document; they do *not* violate the Golden Rule (see “[The Cache and the Golden Rule](#)”).

If what you dictated was not correctly recognized by MacSpeech Dictate, it is better to use the Recognition window. See “[Recognition Window](#).”

Navigation and Editing Commands

You can **move the insertion point** with these commands:

- **Move Backward(s) NN Word(s), Move Forward(s) NN Word(s)** (where “NN” is a number up to 99)

You can **place the insertion point** with these commands:

- Insert Before the Word “Someword”
- Insert Before the Words “Someword” Through “Otherword”
- Insert Before the Words “Someword” to “Otherword”
- Insert After the Word “Someword”
- Insert After the Words “Someword” Through “Otherword”
- Insert After the Words “Someword” to “Otherword”

You can **control the selection** with these commands:

- Select the Word “Someword”
- Select the Words “Someword” Through “Otherword”
- Select the Words “Someword” to “Otherword”

You can **select and delete a phrase** with these commands:

- Delete the Word “Someword”
- Delete the Words “Someword” Through “Otherword”
- Delete the Words “Someword” to “Otherword”

You can **select and change the case** of a phrase with these commands:

- Capitalize the Word “Someword”
- Capitalize the Words “Someword” Through “Otherword”
- Capitalize the Words “Someword” to “Otherword”
- Lowercase the Word “Someword”
- Lowercase the Words “Someword” Through “Otherword”
- Lowercase the Words “Someword” to “Otherword”
- Uppercase the Word “Someword”
- Uppercase the Words “Someword” Through “Otherword”
- Uppercase the Words “Someword” to “Otherword”

In the above commands where you specify the words to select, if those words appear more than once in the document, MacSpeech Dictate selects the *nearest instance*. Position the insertion point near the desired words beforehand, to ensure that they will be selected.

If you speak to delete or alter text and then change your mind (perhaps because MacSpeech Dictate selected the wrong stretch of text), say **Undo Dictation**.

To **remove the word** last dictated or to the left of the cursor:

- Say **Scratch Word** (or **Forget Word**).

To **remove the phrase** last dictated or to the left of the cursor:

- Say **Scratch That** (or **Forget That**). MacSpeech Dictate’s notion of a “phrase” depends upon how it detects pauses in your speech.

If you “scratch” or “forget” and then change your mind (perhaps because MacSpeech Dictate removed more than you wanted), say **Undo Dictation**.

Capitalization, Spacing, and Numbers

In Dictation mode, you can say commands that apply special rules for **capitalization, spacing and interpretation of numbers**. This gives you finer control when Dictation mode’s intelligent automatic behavior needs assistance. (For finest possible control, though, use Spelling mode.)

TIP. MacSpeech Dictate comes with a large repertory of built-in words with correct capitalization and spacing. So, before using these commands, try saying your word (or look it up in the Vocabulary Editor window) to see what MacSpeech Dictate does. For example, MacSpeech Dictate handles correctly such terms as “CD-ROM” and “FreeBSD” without your having to worry about spacing, hyphenation, or capitalization.

Title Case

To **capitalize (title case) the next word**:

- Say **Cap**. (To type the word “cap” you may need to switch to Spelling mode and spell it out!)

In the Status window, the first indicator light will glow yellow and will read “Abc”. When you say the next word, it will be typed capitalized, and the indicator light will go out automatically.

To **capitalize (title case) a series of words**, you may prefer to turn on title casing, say the series of words, and turn off title casing. To do so:

- Say **Caps On**.

In the Status window, the first indicator light will glow green and will read “Abc”. Say the series of words, which will be typed capitalized. Finally, say **Caps Off**. The indicator light will go out.

Uppercase

To **uppercase (all caps) the next word**:

- Say **All Caps**.

In the Status window, the first indicator light will glow yellow and will read “ABC”. When you say the next word, it will be typed uppercased, and the indicator light will go out automatically.

To **uppercase (all caps) a series of words**, you may prefer to turn on uppercasing, say the series of words, and turn off uppercasing. To do so:

- Say **All Caps On**.

In the Status window, the first indicator light will glow green and will read “ABC”. Say the series of words, which will be typed uppercased. Finally, say **All Caps Off**. The indicator light will go out.

Lowercase

To **lowercase (no caps) the next word**:

- Say **No Caps**.

In the Status window, the first indicator light will glow yellow and will read “abc”. When you say the next word, it will be typed lowercased, and the indicator light will go out automatically.

To **lowercase (no caps) a series of words**, you may prefer to turn on lowercasing, say the series of words, and turn off lowercasing. To do so:

- Say **No Caps On**.

In the Status window, the first indicator light will glow green and will read “abc”. Say the series of words, which will be typed lowercased. Finally, say **No Caps Off**. The indicator light will go out.

Spaces

To **prevent automatic insertion of a space** before the next word:

- Say **No Space**.

In the Status window, the second indicator light will glow yellow. When you say the next word, it will be typed without a preceding space and the indicator light will go out automatically.

To **prevent automatic insertion of spaces** while saying a series of words:

- Say **No Space On**.

In the Status window, the second indicator light will glow green. Say the series of words, which will be typed without intervening spaces. Finally, say **No Space Off**. The indicator light will go out.

To **insert a space**:

- Say **Space Bar**.

In general you should not need to suppress or control spacing merely because of punctuation. For example, to hyphenate two words, say the first word, then **Hyphen**, then the second word. There will be no space on either side of the hyphen, because there is a built-in rule governing how automatic spacing works next to a hyphen.

Numbers

To force the next word to be interpreted as an **Arabic digit** (“1”, “2”, etc.):

- Say **Numeral**.

In the Status window, the third indicator light will glow yellow and will read “123”. Say the digit. The digit will be typed, and the indicator light will go out automatically.

TIP. To type 0, say **Oh** or **Zero**.

To force the next word to be interpreted as a **Roman numeral** (“I”, “II”, etc.):

- Say **Roman Numeral**.

In the Status window, the third indicator light will glow yellow and will read “XIV”. Say the number. The number will be typed, and the indicator light will go out automatically. This works even for large Roman numerals; for example, to type **MCMXCVII**, say **Roman Numeral One Thousand Nine Hundred and Ninety Seven** (in one smooth utterance).

MacSpeech Dictate performs a lot of automatic intelligent formatting of numbers and dates. Here are some details.

When you say a number, MacSpeech Dictate will either type out the words or the number, depending on the context in which the number was used. If you want to force the program to type a number instead of typing the words for the number, say **Numeral** before saying the number.

Here are some examples of MacSpeech Dictate’s automatic formatting and punctuation of numeric expressions.

Numbers (numerals) may be spoken using digits or full number names. Insert punctuation as needed.

What You Say	Result
Numeral One	1
Numeral Five	5
Seventeen	17

What You Say	Result
Forty Two	42
One Hundred Seventy Nine	179
Five Thousand Four Hundred and Twenty Three	5423
Numeral Five Comma No Space Four Hundred and Twenty Three	5,423
Twelve Thousand Five Hundred and Thirty Seven	12,537
One Hundred and Forty Two Thousand and Fifteen	142,015
Thirty Five Point Two Three	35.23
Zero Point Zero Three	0.03
Forty-Three Point Twenty Eight Percent Sign	43.28%

Fractions may be spoken normally, or you can clarify by saying **Slash** or **Over** between the numerator and the denominator.

What You Say	Result
Numeral One Half	1/2
Numeral One Over Four; Numeral One Quarter	1/4
Fifteen Sixteenths; Fifteen Over Sixteen	15/16
Two and Three Fourths	2 3/4
Eleven Over Thirty Two	11/32
Eleven Thirty Seconds	11/32
Three and Seven Eights; Numeral Three Seven Over Eight	3 7/8

What You Say	Result
Nine Slash Twelve	9/12
Nine Over Twelve	
Numeral Five Space Bar Three Slash Fifty Six	5 3/56
One Thirty Over Seventy	130/70

Currency may be spoken normally; the number will be parsed and punctuated in response to your use of the currency name.

What You Say	Result
Ninety Nine Dollars and Fifty Five Cents	\$99.55
Forty Five Euros and Thirty Five Cents	€45.35
Pound Sterling Sign One Hundred and Twenty Point Thirty Five	£120.35

Zip codes (US) may be spoken normally, digit by digit. For other postal code formats, the best approach is probably to switch to Spelling mode.

What You Say	Result
Oh Two Four Six Zero	02460
Oh Two Four Six Zero Hyphen One Four Five Eight	02460-1458

US **telephone numbers** may be spoken normally, digit by digit, and punctuation will be automatic; for other telephone number formats, say the punctuation (you might like to experiment a bit).

What You Say	Result
Three Five Zero Zero Nine Zero Three	350-0903
Six Oh Three Three Five Oh Oh Nine Oh Three	603-350-0903
One Eight Hundred Five Five Five One Two One Two	1-800-555-1212

What You Say	Result
Open Parenthesis Six Zero Three Close Parenthesis Three Five Zero Zero Nine Zero Three	(603) 350-0903
One Two One Two Five Five Five Twelve Twelve	1-212-555-1212
Open Parenthesis Oh One Six Two Eight Close Parenthesis Eight Nine Four One Five Oh	(01628) 894150
Oh Two Seven Space Bar Six Two Nine Space Bar Eight Nine Four Four	027 629 8944
Six One Hyphen Seven Hyphen Four Six Nine Five Hyphen Two Zero Five Five	61-7-4695-2055

Dates and times may mostly be spoken normally. For times, the separator is a colon, and this is entered automatically if you say **AM** or **PM**. Alternatively, say punctuation explicitly.

What You Say	Result
Twenty Two January Nineteen Ninety Nine	22 January 1999
April Nine Comma Two Thousand And One	April 9, 2001
Fourteen Slash Oh Seven Slash Eighty Five	14/07/85
Three Slash Eleven Slash Zero Two	3/11/02
Three Slash Eleven Slash Two Thousand And Two	3/11/2002
April First	April 1
March Twenty Second	March 22
The Nineteen Eighties	the 1980s
The Nineteen Eighty Apostrophe Ess	the 1980's
Seven Forty Five AM	7:45 AM
Three Colon Zero Zero	3:00

Letter Names in Dictation Mode

These are the names of letters that you can say in Dictation mode. (Consider using Spelling mode instead, though, as it is more reliable — because Spelling mode knows that you are probably saying the name of a letter — and has a wider range of things you can say.)

Letters

In Dictation mode, an **individual letter** (as opposed to known acronyms and abbreviations) must be entered using the International Radio Alphabet. This is intended primarily for when the letter name is itself a word.

An **initial** (a capital letter followed by a period) may be entered by saying **Capital** or **Uppercase** followed by the name of the letter. You can pronounce the letter's name normally or use the International Radio Alphabet. Thus, for example, to dictate **L. M. Montgomery**, you can say **Capital L, Space Bar, Uppercase Mike, Montgomery**. (The **Space Bar** is needed so as to get two separate initials rather than the acronym **LM**, as described in the next paragraph.)

An **acronym** (a series of capital letters without any spaces or periods in between) may be entered using successive initials. A period will appear after you dictate the first initial, but it will be removed when you dictate the second initial. Thus, for example, to dictate **HAL 9000**, you can say **Capital H, Capital A, Capital L, Nine Thousand**.

Here are the **International Radio Alphabet** letter names:

What You Say

Alpha

Bravo

Charlie

What You Say

Delta

Echo

Foxtrot

Golf

Hotel

India

Juliet

Kilo

Lima

Mike

November

Oscar

Papa

Quebec

Romeo

Sierra

Tango

Uniform

Whiskey

Xray

Yankee

Zulu

Diacritical Letters

A diacritical letter is a letter with a marking above or below it. (Spelling mode has a wider repertory of diacritical letters and is recommended.)

The following phrases, all involving the International Radio Alphabet, enter diacritical letters in Dictation mode:

What You Say	Result
Alpha-Accent-Acute	á
Alpha-Accent-Circumflex	â
Alpha-Accent-Grave	à
Alpha-Accent-Tilde; Alpha-Tilde	ã
Alpha-Accent-Umlaut	ä
Alpha-Ring-Above	å
Charlie-Accent-Cedilla	ç
Echo-Accent-Acute	é
Echo-Accent-Circumflex	ê
Echo-Accent-Grave	è
Echo-Accent-Umlaut	ë
India-Accent-Acute	í
India-Accent-Circumflex	î
India-Accent-Grave	ì
India-Accent-Umlaut	ï
November-Accent-Tilde	ñ
Oscar-Accent-Acute	ó
Oscar-Accent-Circumflex	ô

What You Say	Result
Oscar-Accent-Grave	ò
Oscar-Accent-Tilde; Oscar-Accent-Tilde	õ
Oscar-Accent-Umlaut	ö
Oscar-Oblique-Stroke	ø
Uniform-Accent-Acute	ú
Uniform-Accent-Circumflex	û
Uniform-Accent-Grave	ù
Uniform-Accent-Umlaut	ü
Yankee-Accent-Acute	ý
Yankee-Accent-Umlaut	ÿ

Ligatures and Non-Latin Letters

You can say the following ligatures and non-Latin letters in Dictation mode:

What You Say	Result
A E Diphthong; A E Ligature	æ
O E Diphthong; O E Ligature	œ
Eszet; German Sharp S	ß
S With Caron	š
Icelandic Eth	ð
Icelandic Thorn	þ

Spelling Mode

In Spelling mode, you can both spell and give commands. MacSpeech Dictate will type individual letters, numbers, and punctuation that you say, *unless* it recognizes what you say as a command. If MacSpeech Dictate doesn't recognize what you say as a letter, number, punctuation, or command, nothing happens.

TIP. Spelling mode enables a slightly different set of punctuation marks from Dictation mode, which can be useful. Spelling mode is also good for typing words that Dictation mode will misinterpret (such as “cap” or “uh”). It is helpful, too, when you want to type a word that MacSpeech Dictate doesn’t know, or when you want to enter an abbreviation or acronym or URL; but Dictation mode also has ways of entering acronyms, and if you frequently use a word, you should consider adding it to your profile’s vocabulary so that you can say it in Dictation mode (see “[Vocabulary Editor Window](#)”).

In Spelling mode, **no automatic spaces** are inserted. Contrast Dictation mode, where automatic spaces are inserted before or after punctuation, as appropriate, and between words. In Spelling mode, you must insert any desired spaces yourself.

To **insert a space**:

- Say **Space Bar**.

To **remove the letter** last typed or to the left of the cursor:

- Say **Scratch Word** (or **Forget Word**) or **Scratch That** (or **Forget That**).

If you “scratch” or “forget” and then change your mind, say **Undo Dictation**.

What You Can Say in Spelling Mode

THE NAMES OF LETTERS AND NUMERALS. (For letter names, see the next section, “[Letter Names in Spelling Mode](#).”) To **capitalize a letter**:

- Say **Cap** followed by the name of the letter.

PUNCTUATION. See “[Punctuation](#).”

COMMANDS. All global, key, generated, and application-based commands are available.

NAVIGATION COMMANDS. You can **control the insertion point** with these Spelling mode commands:

- **Move Backward(s) NN Letter(s)** and **Move Forward(s) NN Letter(s)** (where “NN” is a number up to 99)

Letter Names in Spelling Mode

These are the names of letters and numerals that you can say in Spelling mode.

Letters

Letters are lowercase by default. To **capitalize a letter**:

- Say **Cap** followed by the name of the letter.

To **type a letter** in Spelling mode:

- Say the name of the letter, e.g. **A**, **B**, etc.
- Or, say the International Radio Alphabet name of the letter (listed below).

When saying a plain letter name (as opposed to a diacritical letter, discussed below), you may precede the name of the letter by **Letter**, e.g. **Letter A**, **Letter B**, **Letter Alpha**, **Letter Bravo**. This can help disambiguate.

To **repeat a letter** (that is, to say a letter that appears twice in succession):

- You may say the letter name preceded by **Double**, e.g. **Double A**, **Double Alpha**. (In case of “u”, say **Double Letter U** to disambiguate from “w”.)

Here are the **International Radio Alphabet** letter names:

What You Say

Alpha

Bravo

Charlie

Delta

Echo

Foxtrot

Golf

Hotel

India

Juliet

Kilo

Lima

Mike

November

Oscar

Papa

Quebec

Romeo

Sierra

Tango

Uniform

What You Say

Whiskey

Xray

Yankee

Zulu

Diacritical Letters

A diacritical letter is a letter with a marking above or below it. To **type a diacritical letter** in Spelling mode:

- Say the name of the letter (normal or International Radio Alphabet) followed by the name of the diacritical: **A-Acute, Alpha-Acute**.
- Optionally, in most cases you may say **Accent** between the name of the letter and the diacritical (even when, strictly speaking, the diacritical is not an accent): for example, **A Accent-Acute, Alpha Accent-Acute**. But you cannot do this for “Dieresis” or “Ring”.

Not every diacritical is possible, even for every European language. You cannot, for example, say the fourth letter of “Dvořák”. (The best way to type Dvořák’s name with MacSpeech Dictate would be through a Text Macro command; see “[Commands Window](#).”)

Letter	Diacriticals
A	Acute, Circumflex, Grave, Tilde, Umlaut; Dieresis, Ring
C	Cedilla
E	Acute, Circumflex, Grave, Umlaut; Dieresis
I	Acute, Circumflex, Grave, Umlaut; Dieresis
N	Tilde
O	Acute, Circumflex, Grave, Tilde, Umlaut; Dieresis, Ring

Letter	Diacriticals
U	Acute, Circumflex, Grave, Umlaut; Dieresis
Y	Acute, Umlaut; Dieresis

Ligatures and Non-Latin Letters

You can say the following ligatures and non-Latin letters in Spelling mode:

What You Say	Result
A E Diphthong; A E Ligature; Ligature A E	æ
O Slash	ø
O E Diphthong; O E Ligature; Ligature O E	œ
Eszet; Sharp S; German Sharp; German Sharp S	ß
S Wedge	š
Icelandic Eth	ð
Icelandic Thorn	þ

Numerals

Numerals are individual digits. To **type a digit** in Spelling mode:

- Say the name of the digit, e.g. **Zero**, **One**, etc.
- Or, say **Numeral** followed by the name of the digit, e.g. **Numeral Zero**, **Numeral One**, etc. (Do *not* say **Number**, which signifies the hash sign, “#”.)

Some numeric symbols are discussed as punctuation; see “[Punctuation](#).”

Punctuation

In both Dictation mode and Spelling mode, you can say the names of punctuation marks that MacSpeech Dictate should type. This chapter lists the names of these symbols. These names are listed also in the Available Commands window (and, for Dictation mode, in the Vocabulary Editor window).

There are some broad differences between saying a punctuation mark in Dictation mode and saying it in Spelling mode.

In Dictation mode, MacSpeech Dictate will attempt to insert *intelligent automatic spacing*. (For example, it will probably put a space before “open quote” and after “close quote”.) You may be able to prevent this by switching **No Space** on. But for finest control, use Spelling mode.

In Spelling mode, on the other hand, MacSpeech Dictate types the symbol and that’s all. Also, Spelling mode has a larger repertory of punctuation marks (and of things you can say to type them).

SPACES

What You Say	Result	Mode	Comments
Space Bar	Both		Space character
No-Break Space; Non-Breakable Space; Unbreakable Space	Spelling		
New Line; Next Line	Dictation		Single return character
New Paragraph; Next Paragraph	Dictation		Double return character
Tab Key	Dictation		Tab character

STOPS

What You Say	Result	Mode	Comments
Period	.	Both	US dialect only
Full Stop; Dot	.	Both	
Period Paragraph	.	Dictation	Full stop followed by double return character
Exclamation Mark	!	Both	
Exclamation Point	!	Both	US dialect only
Inverted Exclamation Point	¡	Both	
Inverted Exclamation Mark	¡	Spelling	
Question Mark	?	Both	
Inverted Question Mark	¿	Both	

PAUSES AND JOINS

What You Say	Result	Mode	Comments
Hyphen	-	Both	No space before or after in Dictation mode
Soft Hyphen		Spelling	Unicode 173, optional hyphen (not every application interprets this correctly)
Comma	,	Both	
Semicolon	;	Both	
Colon; Colon Mark (Dictation mode only)	:	Both	
Center Dot; Middle Dot (Spelling mode only)	.	Both	

What You Say	Result	Mode	Comments
Dash	--	Both	Two hyphens
Em-Dash	---	Dictation	Three hyphens
En-Dash	--	Dictation	Two hyphens
Em-Dash	—	Spelling	Unicode 8212, a true em-dash
En-Dash	-	Spelling	Unicode 8211, a true en-dash

APOSTROPHE AND QUOTES

What You Say	Result	Mode	Comments
Apostrophe	'	Both	Straight apostrophe (no preceding space)
Apostrophe-Ess	's	Both	Straight apostrophe
Open Single Quote; Begin Single Quote	'	Spelling	Left curly single quote
Close Single Quote; End Single Quote	'	Spelling	Right curly single quote
Single Quote	'	Spelling	Straight single quote
Open Single Quote; Begin Single Quote	'	Dictation	Straight single quote (preceding space)
Close Single Quote; End Single Quote	'	Dictation	Straight single quote (no preceding space, like apostrophe)
Open Quote; Begin Quote	"	Spelling	Left curly double quote
Close Quote; End Quote	"	Spelling	Right curly double quote
Quote; Quotation Marks	"	Spelling	Straight double quote
Open Quote; Open Quotes; Begin Quote; Begin Quotes; Open Double Quote; Open Double Quotes; Begin Double Quote; Begin Double Quotes	"	Dictation	Straight double quote (preceding space)

What You Say	Result	Mode	Comments
Close Quote; Close Quotes; End Quote; End Quotes; Close Double Quote; Close Double Quotes; End Double Quote; End Double Quotes	"	Dictation	Straight double quote (no preceding space)
Open Euro Quote; Open Euro Quotes	«	Both	
Close Euro Quote; Close Euro Quotes	»	Both	
Begin Angle Quote; Begin Angle Quotes; Open Angle Quote; Open Angle Quotes	«	Spelling	
End Angle Quote; End Angle Quotes; Close Angle Quote; Close Angle Quotes	»	Spelling	

ENCLOSURES

What You Say	Result	Mode	Comments
Open Paren; Left Paren; Open Parenthesis; Left Parenthesis	(Both	
Close Paren; Right Paren; Close Parenthesis; Right parenthesis)	Both	
Open Bracket; Left Bracket	(Both	Non-US dialects, like parenthesis
Close Bracket; Right Bracket)	Both	Non-US dialects, like parenthesis
Open Bracket; Left Bracket	[Both	US dialect, like square bracket
Close Bracket; Right Bracket]	Both	US dialect, like square bracket
Open Square Bracket; Left Square Bracket	[Both	

What You Say	Result	Mode	Comments
Close Square Bracket; Right Square Bracket]	Both	
Open Brace; Left Brace; Open Curly Brace; Left Curly Brace; Open Curly Bracket; Left Curly Bracket	{	Both	
Close Brace; Right Brace; Close Curly Brace; Right Curly Brace; Close Curly Bracket; Right Curly Bracket	}	Both	
Open Angle Bracket; Left Angle Bracket	<	Dictation	
Close Angle Bracket; Right Angle Bracket	>	Dictation	
Open Angle Bracket; Left Angle Bracket	<	Spelling	Unicode 8249, left angle quote
Close Angle Bracket; Right Angle Bracket	>	Spelling	Unicode 8250, right angle quote

MONEY

What You Say	Result	Mode	Comments
Cents Sign; Cent (Spelling mode only)	¢	Both	
Dollar Sign; Dollar (Spelling mode only)	\$	Both	
Sterling Sign; Sterling	£	Spelling	
Pound Sterling Sign	£	Dictation	US dialect
Pound Sign	£	Both	Non-US dialects

What You Say	Result	Mode	Comments
Yen Sign; Yen (Spelling mode only)	¥	Both	
Euro Sign; Euro (Spelling mode only)	€	Both	
Guilder Sign; Guilder (Spelling mode only)	f	Both	

ARITHMETIC

What You Say	Result	Mode	Comments
Equals Sign; Equal (Spelling mode only)	=	Both	
Plus Sign; Plus (Spelling mode only)	+	Both	
Minus Sign	-	Both	
Plus or Minus Sign; Plus or Minus (Spelling mode only)	±	Both	
Plus Minus Sign; Plus Minus	±	Spelling	
Multiplication Sign	×	Dictation	
Multiply Sign; Multiply; Times sign; Times	×	Spelling	
Division Sign	÷	Both	
Divide Sign; Divide	÷	Spelling	
Less Than Sign; Less Than (Spelling mode only)	<	Both	
Greater Than Sign; Greater Than (Spelling mode only)	>	Both	
Percent Sign; Percent (Spelling mode only)	%	Both	
Point	.	Both	
Logical Not Sign; Logical Not (Spelling mode only)	¬	Both	
Not Sign; Not	¬	Spelling	

What You Say	Result	Mode	Comments
Superscript One	1	Both	
Superscript Two	2	Both	
Squared; Square	2	Spelling	
Superscript Three	3	Both	
Cubed; Cube	3	Spelling	
One-Half Sign	½	Both	
Half Sign; Half; One Half	½	Spelling	
One-Quarter Sign	¼	Both	
Quarter Sign; Quarter; One Quarter	¼	Spelling	
Three Quarters Sign	¾	Both	
Three Quarters	¾	Spelling	

OCTOTHORPE

What You Say	Result	Mode	Comments
Pound Sign; Pound (Spelling mode only)	#	Both	US dialect only
Number Sign; Number (Spelling mode only)	#	Both	US dialect only
Hash Sign; Hash (Spelling mode only); Hash Mark (Spelling mode only)	#	Both	In Dictation mode, works only in non-US dialects
Sharp Sign; Sharp (Spelling mode only)	#	Both	In Dictation mode, works only in non-US dialects

OTHER COMMON SYMBOLS

What You Say	Result	Mode	Comments
Ampersand; And-Sign; Ampersand Sign (Spelling mode only)	&	Both	
Asterisk; Star (Spelling mode only)	*	Both	
At Sign; At (Spelling mode only)	@	Both	
Backslash	\	Both	
Backquote; Backtick (Dictation mode only)	`	Both	
Caret; Hat (Spelling mode only)	^	Both	
Copyright Sign; Copyright (Spelling mode only)	©	Both	
Degree Sign; Degree (Spelling mode only)	°	Both	
Ellipsis; Dot-Dot-Dot	...	Dictation	Three dots
Ellipsis	...	Spelling	Unicode 8230, true ellipsis mark
Forward Slash; Slash	/	Both	
Large Center Dot	•	Dictation	Unicode 8226, bullet
Logical And	&&	Dictation	
Logical Or		Dictation	
Optional Ess	(s)	Dictation	
Paragraph Sign; Paragraph (Spelling mode only)	¶	Both	
Registered Sign; Registered (Spelling mode only)	®	Both	
Registered Trademark Sign; Registered Trademark	®	Spelling	
Section Sign; Section (Spelling mode only)	§	Both	
Tilde	~	Both	

What You Say	Result	Mode	Comments
Trademark Sign; Trademark (Spelling mode only)	™	Both	
Underscore	_	Both	
Vertical Bar; Bar (Spelling mode only)		Both	

RARITIES

What You Say	Result	Mode	Comments
Alternate Comma	,	Spelling	Unicode 8218, lowered single quote
Angstrom	å	Spelling	
Broken Vertical Bar		Spelling	
Dagger	†	Spelling	
Single Dagger Sign	†	Dictation	
Double Comma	„	Both	Unicode 8222, lowered double quote
Double Dagger	‡	Spelling	
Double Dagger Sign	‡	Dictation	
Feminine Ordinal	ª	Spelling	
Feminine Ordinal Sign	ª	Dictation	
Macron Sign; Macron (Spelling mode only)	—	Both	
Masculine Ordinal	º	Spelling	
Greek Mu	μ	Both	
Micro	µ	Spelling	
Micron; Micro Sign	µ	Dictation	
Per Thousand; Permilie	%o	Spelling	

What You Say	Result	Mode	Comments
Permille Sign	%o	Dictation	

SMILIES

What You Say	Result	Mode	Comments
Smiley Face; Smiley	: -)	Dictation	
Frowny Face; Frowny	: - (Dictation	
Winky Face; Winky	; -)	Dictation	
Laughing Face	: o D	Dictation	
Winky Laughing Face	; o D	Dictation	

Commands

To **learn what commands are available** at any moment, use the Available Commands window. See “[Available Commands Window](#).”

Commands may be **edited** — modified, created, activated and deactivated, and deleted — in the Commands window. See “[Commands Window](#).”

Commands come in **six categories**:

MODE-BASED COMMANDS. Individual modes may have commands built into them. For example, **Capitalize the Word “Valley”** is something you can say in Dictation mode only. For more information, see the discussion of each mode.

WINDOW-BASED COMMANDS. Some commands become available only when a certain window is open. For example, **Pick 2**, to insert the second alternative from the Recognition window into your document, is available only when the Recognition window is open. See “[Recognition Window](#).”

GLOBAL COMMANDS. Some commands are global, meaning that they are always available (except in Sleep mode). See “[Global Commands](#).”

KEY COMMANDS. Key commands are global commands that let you say the names of keyboard keys or modifier-key combinations for MacSpeech Dictate to type. See “[Key Commands](#).”

GENERATED COMMANDS. MacSpeech Dictate, as it starts up, will optionally generate additional global commands that let you launch applications or create an email message addressed to someone in your Address Book. See “[Generated Commands](#).”

APPLICATION-BASED COMMANDS. Some commands become available only when a certain application is frontmost. For example, you can say **Send**

Message when iChat or Mail is frontmost. MacSpeech Dictate comes with command sets for Finder,TextEdit,Safari,Mail,iChat, and iCal. See “[Application-Based Commands](#).”

If the command you want to say is not a mode-based command, then the way to be certain that MacSpeech Dictate understands your words as a command to be obeyed, and *not* dictation to be typed, is to **switch to Command mode**.

Global Commands

These commands are available in every mode (except Sleep mode). Some of them control MacSpeech Dictate; others control the computer as a whole, or whatever application is frontmost.

MACSPEECH DICTATE MODES AND MICROPHONE

What You Say	Comment
Dictation Mode	Sets MacSpeech Dictate’s microphone to Dictation Mode.
Switch To Dictation Mode	Sets MacSpeech Dictate’s microphone to Dictation Mode.
Spelling Mode	Sets Dictate’s microphone to Spelling Mode.
Switch To Spelling Mode	Sets MacSpeech Dictate’s microphone to Spelling Mode.
Command Mode	Sets MacSpeech Dictate’s microphone to Command Mode.
Switch To Command Mode	Sets MacSpeech Dictate’s microphone to Command Mode.
Go To Sleep	Sets MacSpeech Dictate’s microphone to Sleep Mode.
Sleep Mode	Sets Dictate’s microphone to Sleep Mode.
Switch To Sleep Mode	Sets MacSpeech Dictate’s microphone to Sleep Mode.
Microphone Off	Turns the microphone off. No further voice input is possible until microphone is turned on by keyboard or menu item.

MACSPEECH DICTATE DICTATION AND TRAINING

What You Say	Comment
Scratch That	Deletes the utterance or portion of utterance immediately to the left of the cursor or selection. An utterance is a phrase that you spoke. “Forget That” is an alternative name for this command.
Forget That	Deletes the utterance or portion of utterance immediately to the left of the cursor or selection. An utterance is a phrase that you spoke. “Scratch That” is an alternative name for this command.
Scratch Word	Deletes the word just prior to the cursor or left edge of the selection. “Forget Word” is an alternative name for this command.
Forget Word	Deletes the word just prior to the cursor or left edge of the selection. “Scratch Word” is an alternative name for this command.
Undo Dictation	Reverses the effect of the last dictation or delete dictation command (Delete, Scratch, Forget). Use of this command removes the correction information from the text involved, so if you “Redo Dictation” you will not be able to correct the replaced text. If your last dictation replaced text, that text is restored, but no correction information is restored.
Redo Dictation	Redo Dictation reverses the effect of the Undo Dictation command.
Play the Selection	Play the Selection
Train Vocabulary from Selection	Copies the current selection and opens the Vocabulary Training window and uses the copied text as input.
Cache Document	Tells MacSpeech Dictate to record the contents of the current window as “user typed text”. All prior knowledge of the window contents is replaced (dictation information, spelled letters). See “ The Cache and the Golden Rule. ”
Cache Selection	Tells MacSpeech Dictate to record the selection of the current window as “user typed text”. All prior knowledge of the window contents is replaced (dictation information, spelled letters). See “ The Cache and the Golden Rule. ”

What You Say	Comment
Purge Cache	Removes all cached information regarding the active window's contents. This does <i>not</i> delete the text appearing in the active window, but MacSpeech Dictate now assumes that the window is blank, <i>except</i> for Note Pad windows. When "Purge Cache" is applied to a Note Pad window, a "Cache Document" command is automatically generated as well because MacSpeech Dictate always knows about the contents of its own windows. See " The Cache and the Golden Rule ."

MACSPEECH DICTATE WINDOWS

What You Say	Comment
Show Status Window	Shows the Status window for MacSpeech Dictate.
Hide Status Window	Hides the Status window for MacSpeech Dictate.
Show Available Commands Window	Shows the Available Commands window for MacSpeech Dictate.
Hide Available Commands Window	Hides the Available Commands window for MacSpeech Dictate.
Show Recognition Window	Displays the Recognition window containing alternatives for the current selection or the utterance to the left of the cursor.
Bring Dictate to the Front	Makes Dictate the frontmost application.

NAVIGATION

What You Say	Comment
Go To Beginning	Moves the cursor to the first position in the document.
Move To Beginning Of Document	Positions to the beginning of the document.
Go To End	Moves the cursor to the last position in the document.
Move To End Of Document	Positions to the end of the document.

What You Say	Comment
Next Field	Moves the cursor to the next field by sending a tab and purges the cache.
Previous Field	Moves the cursor to the previous field by sending a shift tab and purges the cache.

COPY AND PASTE

Outside of a Note Pad window (that is, in an application other than MacSpeech Dictate), these commands are the same as if you had used your hands, and therefore they are violations of the Golden Rule of MacSpeech Dictate. Dictation mode navigation commands won't work properly afterwards; if this causes a problem, issue a "cache" command. See "[The Cache and the Golden Rule](#)."

What You Say	Comment
Copy Selection	Mimics the Command-C keypress, which copies whatever is selected to the clipboard in most applications.
Cut Selection	Mimics the Command-X keypress, which cuts whatever is selected to the clipboard in most applications.
Paste from Clipboard	Pastes the contents of the clipboard at the insertion point.
Select All	Mimics a Command-A keypress. Specifically, this command is intended to select all text within a text document or object, or all objects in the front-most document.
No Leading Space	All spaces are removed before the word immediately after the cursor or left edge of the selection. Does not apply to words that have not been dictated yet. Use "No Space" for those.

BUTTON AND KEYBOARD PRESSING

What You Say	Comment
Press Cancel	Press the Cancel Button.
Press Don't Save	Press the Don't Save Button.

What You Say	Comment
Press OK	Press the OK Button.
Cancel This Operation	Cancels the current operation.
Save This Document	Mimics a Command-S keypress. This command will save the frontmost document in most applications.

MENUS

What You Say	Comment
File New	Selects the New menu item on the File Menu.
File Open	Selects the Open menu item on the File Menu.
File Close	Selects the Close menu item on the File Menu.
Undo Last Action	Undoes the last action. This command violates the Golden Rule of MacSpeech Dictate, so don't use it in the middle of dictation (or if you do, issue a "cache" command afterwards). See " The Cache and the Golden Rule ." To undo a dictation error without violating the Golden Rule, use Scratch That or Undo Dictation .
Redo Last Action	Redo last action reverses the effect of the "Undo Last Action" command.
About this Application	Displays information about the frontmost application.
Access Find Window	Opens the Find window. This window will look different depending on what version of Mac OS X you are using.
Access Force Quit Window	Opens the Force Quit window.
Show Date and Time	Displays a dialog box with the date and time stamp. Also allows you to put the date stamp on the clipboard.

SPACES, EXPOSÉ, AND SCREEN CAPTURE

What You Say	Comment
Switch To Space One	Switches directly to the Space 1.

What You Say	Comment
Switch To Space Two	Switches directly to the Space 2.
Switch To Space Three	Switches directly to the Space 3.
Switch To Space Four	Switches directly to the Space 4.
Expose All Windows	Uses Exposé to expose all windows.
Expose Application Windows	Uses Exposé to expose windows for the active application.
Expose Desktop	Uses Exposé to expose the Desktop.
Capture Screen	Takes a snapshot of the entire screen and saves it on the desktop.
Capture Selection	Allows you to capture a snapshot of a selection.

APPLICATION AND WINDOW NAVIGATION

What You Say	Comment
Hide This Application	Hides the frontmost application.
Hide Other Applications	Hides all applications except the frontmost application.
Hide All Applications	Hides all applications except the Finder.
Show All Applications	Shows all applications.
Switch To Next Application	Switches to the next application that is running.
Switch To Previous Application	Switches to the previous application that is running.
Next Application Window	Activates the next window in the active application.
Previous Application Window	Activates the previous window in the active application.
Quit This Application	Quits the frontmost application, except if it is MacSpeech Dictate. MacSpeech Dictate must be quit using menu or keyboard.
Activate [Name of Application]	Brings the named application to the front. “Activate” commands are automatically generated for all running applications and appear in the Applications subgroup of the Available Commands window.

What You Say	Comment
Quit [Name of Application]	Quits the named application. “Quit” commands are automatically generated for all running applications except the Finder and MacSpeech Dictate, and appear in the Applications subgroup in the Available Commands window.

COMPUTER AS A WHOLE

What You Say	Comment
Turn Dock Hiding On	Turns on Dock hiding.
Turn Dock Hiding Off	Turns off Dock hiding.
Put Computer to Sleep	Puts the computer to sleep.
Special Sleep	Forces the computer to go to sleep.
Restart the Computer	Restarts the computer.
Special Restart	Restarts the computer without waiting for other tasks to complete.

The Web 100 Commands

The Web 100 commands are global commands that take you in your browser to any of a hundred commonly used web sites. For example, you can say **Jump to Bartleby** to go to the bartleby.com Great Books Online site.

These commands are enabled as a group if you have checked Enable Web Site Commands in the Command Preferences pane. If enabled, they will appear in the Available Commands window in the **Web 100** subgroup of the **Global** group.

Key Commands

Key commands are global commands that let you tell MacSpeech Dictate to **enter a keystroke**, as if you had typed that keystroke manually.

Key commands can help you in situations where you might otherwise have to use the keyboard, when there is no built-in command that lets you say what you want done. And even when there is a built-in command, key commands may be easier to remember; for example, even if you forget the global command for creating a new document in any application (**File New**), you probably know that its key combination is Command-N, so you can say **Press the Key Combo Command N**.

When MacSpeech Dictate types in response to a key command, the typing is directed just as real keyboard typing would be. So, for example, **Press the Key Combo Command N** is directed to the frontmost application (typically to create a new document), but **Press the Key Combo Command Tab** is directed to the system (and brings the second application to the front), because that's how Command-Tab is treated when you type it manually.

WARNING. Do *not* use key commands to type text while dictating! That would be going behind MacSpeech Dictate's back, and will create navigation problems later on. It's wrong, just like mixing dictation with manual typing. It's a violation of the Golden Rule. See "[The Cache and the Golden Rule](#)."

How to Say a Key Command

What you say depends on whether you want to press a **single key** or a **key combination** involving modifier keys:

SINGLE KEY. Say **Press the Key KEYNAME**, where KEYNAME is the name of the key.

KEY COMBINATION. Say **Press the Key Combo MODIFIER KEYNAME** or **Press the Keys MODIFIER KEYNAME**, where KEYNAME is the name of the key, and MODIFIER is any combination of modifier key names.

(Key names and modifier key names are shown later in this section.)

So, for example:

- To press the Page Down key (in many applications, this scrolls a document down one screenful), say **Press the Key Page Down**.
- To press the key combination Command-Shift-4 (by default, this is the system command for letting you select an area of the screen and take a screenshot of it), say **Press the Key Combo Command Shift Four**.

MODIFIER KEY NAMES

What You Say

Command

Shift

Option

Control

Caps Lock

KEY NAMES:

NORMAL LETTER AND DIGIT NAMES. So, for example, **A**, **B**, **C**, and so forth, as well as **One**, **Two**, **Three**, and so forth.

INTERNATIONAL RADIO ALPHABET LETTER NAMES. These names are listed in the discussion of Spelling mode commands.

F-KEY NAMES. These consist of the letter “F” followed by a number from 1 to 20. So, for example, **F One**, **F Two**, and so on through **F Twenty**.

NAMED KEYS. These are as follows:

What You Say

Left Arrow

Right Arrow

Up Arrow

What You Say

Down Arrow

Home

End

Page Up

Page Down

Return

Enter

Tab

Space

Escape

Forward Delete

Help

Generated Commands

MacSpeech Dictate, as it starts up, will optionally generate global commands that let you **launch an application** or **create an email message** addressed to someone in your Address Book.

Launching Applications

To generate **commands for launching applications**:

- Check **Generate Application Launch Commands** in the Command Preferences pane.

Nothing will happen immediately; you need to quit MacSpeech Dictate and start it up again. When you do, as it starts up, MacSpeech Dictate will look through all the applications on your computer and generate commands of the form **Activate**

XXX, where “XXX” is the name of the application. So, for example, if you have Automator on your computer, a command **Activate Automator** will be generated, and you’ll be able to say **Activate Automator** to launch it.

The commands for launching applications will appear in the Available Commands window in the Applications subgroup of the Global group.

Email Messages

To generate **commands for creating pre-addressed email messages**:

- Check **Generate Email Commands** in the Command Preferences pane.

The Email Commands subgroup will appear in the Global group in the Available Commands window. The Email commands are globally available (you do not have to be in Mail to use one). To learn what Email commands are available, consult your Address Book; MacSpeech Dictate lets you say the name of any person or group having an email address in your Address Book.

To **create an email message**:

- Say **Send an Email To XXX** or **Create a Note For XXX**, where “XXX” is the primary addressee.

Hybrids such as **Send a Note To** and **Create an Email For** are also legal.

To specify **multiple addressees**:

- Append **and** as you give your command.

For example: **Send an Email To XXX and YYY** or **Create a note for XXX and YYY**. You can have more than two addressees: **Send an Email To XXX and YYY and ZZZ** and so forth.

To specify an **addressee to be CC’ed**:

- Append **Copying** after the primary addressee(s).

For example: **Send an Email To XXX Copying YYY or Create a Note For XXX Copying YYY.**

You can have additional CC'ed addressees by appending **and: Send an Email To XXX Copying YYY and ZZZ** and so forth.

To specify an **addressee to be BCC'ed**:

- Append **Blind Copying** after the primary addressee(s).

For example: **Send an Email To XXX Blind Copying YYY or Create a Note For XXX Copying YYY Blind Copying ZZZ.**

You can have additional BCC'ed addressees by appending **and: Send an Email To XXX Blind Copying YYY and ZZZ.**

MacSpeech Dictate responds by creating a new email window addressed as specified, with the insertion point in the Subject line ready for you to dictate a subject.

Application-Based Commands

MacSpeech Dictate has sets of commands that it makes available only when a particular application is frontmost. These are the **application-based commands**.

NOTE. This mechanism allows commands to be tailored to a particular application. It also keeps the list of available commands from becoming too long, since application-based commands effectively go out of existence temporarily when that application is not frontmost. (You can access them in the Commands window, to edit them; but you can't use them.) This is good for you, because the Available Commands window remains manageable. It's also good for MacSpeech Dictate, because it limits the number of possible commands against which MacSpeech Dictate must try to match what you say.

MacSpeech Dictate comes with command sets for the following applications:

- Finder
- TextEdit
- Safari
- Mail
- iChat
- iCal

You can create your own application-based commands in the Commands window. The rest of this section lists the application-based commands that ship with MacSpeech Dictate. You can find this same information in the Available Commands window.

Finder Commands

These commands are available when the Finder is frontmost.

FINDER APPLICATION MENU ACTIONS

What You Say	Comment
About The Finder	Displays information about the Finder.
Access Preferences Window	Opens the Preferences dialog box.
Empty Trash	Empties the trash.
Secure Empty Trash	Securely empties the trash.
Hide This Application	Hides the Finder.
Hide Other Applications	Hides other applications.
Show All Applications	Shows all applications.

FINDER FILE MENU ACTIONS

What You Say	Comment
New Finder Window	Makes a new Finder window.
Make New Folder	Makes a new folder.
Make New Smart Folder	Make New Smart Folder
Make New Burn Folder	Makes a new Burn folder.
Open Selection	Opens the selected item(s).
Print This Document	Prints the selected document.
Close This Window	Closes the active Finder window.
Close All Windows	Closes all Finder windows.
Get Info	Displays information on the selected item(s).
Show Inspector	Shows the Inspector window.
Hide Inspector	Hides the Inspector window.
Compress Selection	Compresses the selection.
Duplicate Selection	Duplicates the selection.
Make Alias	Makes an alias of the selected item(s).
Quick Look Selection	Opens the Quick Look heads up display for the selection.
Slideshow Selection	Shows a slideshow of the selected items.
Show Original	Shows the original of the selected alias(es).
Add To Sidebar	Adds the selection to the Sidebar.
Move To Trash	Moves the selected item(s) to the trash.
Eject Selection	Ejects the selected item.
Access Burn Disc Window	Allows you to access the Burn Disc window.
Access Find Window	Opens the Find dialog box.

FINDER EDIT MENU ACTIONS

What You Say	Comment
Undo Last Action	Undoes the last action.
Cut Selection	Cuts the selection to the clipboard.
Copy Selection	Copies the selection to the clipboard.
Paste From Clipboard	Pastes the contents of the clipboard at the insertion point.
Select All	Selects everything.
Deselect All	Deselects everything.
Show Clipboard	Shows the clipboard.
Display Special Characters Window	Displays the Special Characters window.

FINDER VIEW MENU ACTIONS

What You Say	Comment
View As Icons	Switches the view of the current window to Icon view.
View As List	Switches the view of the active window to List view.
View As Columns	Switches the view for the active window to Column view.
View as Cover Flow	Switches the view of the current window to Cover Flow view.
Clean Up This Window	Cleans up the active window. If no window is active, then it cleans up the desktop.
Clean Up Selection	Cleans up the selected item(s).
Arrange By Name	Arranges the view of the active window or desktop by name.
Arrange By Date Modified	Arranges the view of the active window or desktop by date modified.
Arrange By Date Created	Arranges the view of the active window or desktop by date created.
Arrange By Size	Arranges the view of the active window or desktop by size.

What You Say	Comment
Arrange By Kind	Arranges the view of the active window or desktop by kind.
Arrange By Label	Arranges the view of the active window or desktop by label.
Keep Arranged By Name	Sets the view of the window or desktop to arrange by Name.
Keep Arranged By Date Modified	Sets the view of the window or desktop to arrange by Date Modified.
Keep Arranged By Date Created	Sets the view of the window or desktop to arrange by Date Created.
Keep Arranged By Size	Sets the view of the window or desktop to arrange by Size.
Keep Arranged By Kind	Sets the view of the window or desktop to arrange by Kind.
Keep Arranged By Label	Sets the view of the window or desktop to arrange by Label.
Show Path Bar	Shows the Path Bar.
Hide Path Bar	Hides the path Bar.
Show Status Bar	Shows the Status Bar.
Hide Status Bar	Hides the status bar.
Show Toolbar	Shows the Toolbar.
Hide Toolbar	Hides the Toolbar.
Access Customize Toolbar Window	Opens the Customize Toolbar dialog box.
Show View Options	Shows the View Options window.
Hide View Options	Hides the View Options window.

FINDER Go MENU ACTIONS

What You Say	Comment
Go Back	Goes back to the previous view in the active window.
Go Forward	Goes to the next view in the active window.
Go To Enclosing Folder	Opens the Enclosing folder for the selected item.

What You Say	Comment
Go To Computer	Switches to the main Computer view.
Go Home	Switches the view in the active window to your home folder.
Go To Desktop	Goes to the Desktop.
Go To Network	Switches the view in the active window to the Network view.
Go To My iDisk	Switches the view in the current window to your iDisk.
Access Other Users Public Folder	Allows you to access another user's iDisk public folder.
Go To Applications Folder	Goes to the Applications folder.
Go To Utilities	Goes to the Utilities folder.
Clear Recent Folders Menu	Clears the Recent Folders menu
Access Go To Folder Window	Opens the Go To Folder dialog box.
Access Connect to Server Window	Opens the Connect to Server window.

FINDER WINDOW MENU ACTIONS

What You Say	Comment
Minimize This Window	Minimizes the active window.
Minimize All Windows	Minimizes all open Finder windows.
Zoom This Window	Zooms the active Finder window.
Cycle Through Windows	Cycles through open windows.
Bring All To Front	Brings all Finder windows to the front.

FINDER HELP MENU ACTIONS

What You Say	Comment
Display Mac Help	Displays Mac Help in the Apple Help Viewer.

FINDER ACTION MENU ACTIONS

What You Say	Comment
Show Package Contents Of Selection	Shows the contents of the selected package.

FINDER BUTTON PRESSING

What You Say	Comment
Press Cancel	Press the Cancel Button
Press Connect	Press the Connect Button
Press Done	Press the Done Button

FINDER SELECTION

What You Say	Comment
Select Name Of Selection	Selects the name of the selected icon.
Select Next Name	Selects the next item alphabetically.
Select Previous Name	Selects the previous named item alphabetically.

TextEdit Commands

These commands are available when TextEdit is frontmost.

What You Say	Comment
About This Command Set	Displays information about this command set.

TEXTEDIT APPLICATION MENU ACTIONS

What You Say	Comment
About This Application	Displays information about TextEdit.
Access Preferences Window	Opens the Preferences window.

What You Say	Comment
Hide This Application	HidesTextEdit.
Hide Other Applications	Hides other applications.
Show All Applications	Shows all applications.
Quit This Application	QuitsTextEdit.

TEXTEDIT FILE MENU ACTIONS

What You Say	Comment
Make A New Document	Makes a new document.
Open A Document	Allows you to open an existing document.
Clear Recent Menu	Clears the recent menu.
Close All Windows	Closes allTextEdit windows.
Close This Window	Closes the active window.
Save This Document	Saves the active document.
Save All Documents	Saves all the documents.
Access Save As Window	Opens the Save As dialog box.
Revert To Last Saved Version	Reverts to the last saved version of the current document.
Show Properties Window	Shows the Properties window.
Hide Properties Window	Hides the Properties window.
Access Page Setup Window	Opens the Page Setup window.
Print This Document	Prints the active document.

TEXTEDIT EDIT MENU ACTIONS

What You Say	Comment
Undo Last Action	Undoes the last action.
Redo Last Action	Redoes the last action.

What You Say	Comment
Copy Selection	Copies the selection to the clipboard.
Cut Selection	Cuts the selection to the clipboard.
Paste From Clipboard	Pastes the contents of the clipboard at the insertion point.
Paste And Match Style	Matches the style at the insertion point when pasting the contents of the clipboard.
Delete Selection	Deletes the selection.
Complete Selection	Auto-completes the selection.
Select All	Selects everything.
Insert Line Break	Inserts a line break at the insertion point.
Insert Page Break	Inserts a Page Break at the insertion point.
Insert Paragraph Break	Inserts a Paragraph Break at the insertion point.
Access Find Window	Opens the Find dialog box.
Find Next	Finds the next occurrence of the find string.
Find Previous	Finds the previous occurrence of the find string.
Use Selection for Find	Uses the selection for the find string.
Jump to Selection	Jumps to the selection.
Access Select Line Window	Opens the Select Line window.
Show Spelling And Grammar Window	Shows the Spelling and Grammar window.
Hide Spelling And Grammar Window	Hides the Spelling and Grammar window.
Check Spelling And Grammar Of This Document	Allows you to check the spelling and grammar of the active document.
Turn Check Spelling While Typing Off	Turns off the Check Spelling While Typing feature.

What You Say	Comment
Turn Check Spelling While Typing On	Turns on the Check Spelling While Typing feature.
Turn Check Grammar With Spelling Off	Turns off the Check Grammar with Spelling feature.
Turn Check Grammar With Spelling On	Turns on the Check Grammar with Spelling feature.
Turn Substitutions Smart Copy And Paste Off	Turns off the Smart Copy and Paste feature.
Turn Smart Copy And Paste On	Turns on the Smart Copy and Paste feature.
Turn Smart Links Off	Turns off the Smart Links feature.
Turn Smart Links On	Turns on the Smart Links feature.
Turn Smart Quotes Off	Turns off the Smart Quotes feature.
Turn Smart Quotes On	Turns on the Smart Quotes feature.
Start Speaking	Starts speaking the selection using the built-in text-to-speech capabilities of Mac OS X.
Stop Speaking	Stops speaking.
Display Special Characters Window	Displays the Special Characters palette.

TEXTEDIT FORMAT MENU ACTIONS

What You Say	Comment
Show Fonts Palette	Shows the Fonts Palette.
Hide Fonts Palette	Hides the Fonts Palette.
Make Selection Bold	Makes the selection bold.
Make Selection Italic	Makes the selection italic.
Make Selection Outline	Makes the selection outlined.
Make Selection Underlined	Makes the selection underlined.

What You Say	Comment
Make Selection Plain Text	Makes the selection plain text.
Make Selection Bigger	Makes the selection bigger.
Make Selection Smaller	Makes the selection smaller.
Show Colors Palette	Shows the Colors Palette.
Hide Colors Palette	Hides the Colors Palette.
Align Text Center	Aligns the text to the center.
Align Text Left	Aligns the text to the left.
Align Text Right	Aligns the text to the right.
Justify Selection	Justifies the selected text.
Change Text Writing Direction	Changes the writing direction.
Show Text Ruler	Shows the Text Ruler.
Hide Text Ruler	Hides the Text Ruler.
Copy Text Ruler	Copies the Text Ruler for the selection.
Paste Text Ruler	Applies the formatting settings copied with the “Copy Text Ruler” command to the selection.
Access Text Spacing Window	Opens the Text Spacing window.
Access Link Window	Allows you to assign a URL to a selection of text.
Access List Window	Allows you to format the selected text as a list.
Access Table Window	Allows you to format the selection as a table.
Convert Document To Plain Text	Converts the active document to plain text.
Convert Document To Rich Text	Converts the active document to rich text.
Turn Prevent Editing Off	Turns Prevent Editing off.
Turn Prevent Editing On	Turns Prevent Editing on.
Wrap Text To Page	Toggles whether the text is wrapped to the page or not.
Turn Hyphenation Off	Turns Hyphenation off.

What You Say	Comment
Turn Hyphenation On	Turns Hyphenation on.

TEXTEDIT WINDOW MENU ACTIONS

What You Say	Comment
Bring All Windows To Front	Brings allTextEdit windows to the front.
Minimize This Window	Minimizes the active window.
Minimize All Windows	Minimizes allTextEdit windows.
Zoom This Window	Zooms the front-most window.

TEXTEDIT HELP MENU ACTIONS

What You Say	Comment
Display Help	Displays Help aboutTextEdit.

Safari Commands

These commands are available when Safari is frontmost.

What You Say	Comment
About This Command Set	Opens a dialog box describing this command set.

SAFARI APPLICATION MENU ACTIONS

What You Say	Comment
About This Application	Displays information about Safari.
Access Report Bugs to Apple Window	Opens the window for reporting bugs in Safari to Apple.
Access Preferences Window	Access Preferences window
Turn Block Pop Up Windows Off	Turns off the Block Pop-up Windows feature.

What You Say	Comment
Turn Block Pop Up Windows On	Turns on the Block Pop-up Windoows feature.
Turn Private Browsing Off	Turns off the Private Browsing feature in Safari.
Turn Private Browsing On	Turns on the Private Browsing feature in Safari.
Reset Safari	Allows you to completely reset Safari.
Empty The Cache	Empties Safari's Cache.
Hide This Application	Hides Safari.
Hide Other Applications	Hide Other Applications
Show All Applications	Shows all applications.
Quit This Application	Quits Safari.

SAFARI FILE MENU ACTIONS

What You Say	Comment
Make New Browser Window	Opens a new browser window.
Make A New Tab	Makes a new untitled tab in the current window.
Access Open File Window	Allows you to open a file, typically a web page stored locally, on any attached storage device.
Access Open Location Window	Selects contents of URL field in the current window. (TIP: use spelling mode to enter complex URLs.)
Close This Window	Closes the front window in Safari.
Close All Windows	Closes all open Safari windows.
Close This Tab	Closes the current tab.
Close Other Tabs	Closes all tabs except the current one.
Access Save As Window	Opens the Save As dialog box.
Mail Contents Of This Page	Mails the contents of the current web page using your preferred email client.

What You Say	Comment
Mail Link To This Page	Mails a link to the current web page using your preferred email client.
Access Open In Dashboard Window	Allows you to open a portion of the current web page in Dashboard.
Access Import Bookmarks Window	Allows you to import bookmarks from a file.
Access Export Bookmarks Window	Allows you to export your bookmarks to an XML file.
Access Page Setup Window	Opens the Page Setup dialog box.
Print This Document	Prints the current web page.

SAFARI EDIT MENU ACTIONS

What You Say	Comment
Undo Last Action	Undoes the last action.
Redo Last Action	Redoes the last action.
Cut Selection	Cut Selection
Copy Selection	Copy Selection
Paste From Clipboard	Paste the contents of the clipboard at the insertion point.
Delete Selection	Deletes the selection.
Select All	Selects everything.
Auto Fill This Form	AutoFills the Current Form.
Do Google Search	Puts the cursor in the Google Search field.
Show Find Toolbar	Opens the Find window.
Find Next	Finds the next instance of the Find string.
Find Previous	Finds the previous occurrence of the Find string.
Hide Find Banner	Hides the Find Banner.
Use Selection for Find	Uses the current selection as the Find string.

What You Say	Comment
Jump to Selection	Jumps to the selection in the current window.
Access Spelling And Grammar Window	Opens the Spelling and Grammar window.
Show Spelling And Grammar Window	Shows the Spelling and Grammar window.
Hide Spelling And Grammar Window	Hides the Spelling and Grammar window.
Check Spelling And Grammar Of This Document	Allows you to check the spelling and grammar of the active document.
Turn Check Spelling While Typing Off	Turns off the Check Spelling While Typing feature.
Turn Check Spelling While Typing On	Turns on the Check Spelling While Typing feature.
Turn Check Grammar With Spelling Off	Turns off the Check Grammar with Spelling feature.
Turn Check Grammar With Spelling On	Turns on the Check Grammar with Spelling feature.
Display Special Characters Window	Displays the Special Characters palette.

SAFARI VIEW MENU ACTIONS

What You Say	Comment
Show Bookmarks Bar	Shows the Bookmarks Bar.
Hide Bookmarks Bar	Hides the Bookmarks Bar.
Show Status Bar	Shows the Status Bar.
Hide Status Bar	Hides the Status Bar.
Show Tab Bar	Shows the Tab Bar.
Hide Tab Bar	Hides the tab bar.
Show Toolbar	Shows the Toolbar.
Hide Toolbar	Hides the Toolbar.
Access Customize Toolbar Window	Opens the Customize Toolbar window.
Stop Loading This Page	Stops loading the current page.

What You Say	Comment
Reload This Page	Reloads the current web page.
Make Text Bigger	Makes the text bigger.
Make Text Normal Size	Makes the text normal size.
Make Text Smaller	Makes the text smaller.
View Source For This Page	Displays the source code for the current web page.

SAFARI HISTORY MENU ACTIONS

What You Say	Comment
Jump Back	Goes back to the last location visited.
Jump Forward	Jumps forward to the next location visited (typically used after you have already used the “Jump Back” command to view a previous page again).
Jump Home	Takes you to your home page.
Mark This Page For Snap Back	Marks the current web page for SnapBack.
Jump To Snap Back Page	Takes you to the page you previously marked as the SnapBack page.
Jump To Search Snap Back	Takes you to the Search Results SnapBack page.
Reopen Last Closed Window	Reopens the last closed window.
Reopen All Windows From Last Session	Reopens all the Safari windows that were open during the last session.
Jump To Bookmark One	Jumps to the first bookmark in the Bookmark Bar.
Jump To Bookmark Two	Jumps to the second bookmark in the Bookmark Bar.
Jump To Bookmark Three	Jumps to the third bookmark in the Bookmark Bar.
Jump To Bookmark Four	Jumps to the fourth bookmark in the Bookmark Bar.
Jump To Bookmark Five	Jumps to the fifth bookmark in the Bookmark Bar.
Jump To Bookmark Six	Jumps to the sixth bookmark in the Bookmark Bar.

What You Say	Comment
Jump To Bookmark Seven	Jumps to the seventh bookmark in the Bookmark Bar.
Jump To Bookmark Eight	Jumps to the Eighth bookmark in the Bookmark Bar.
Jump To Bookmark Nine	Jumps to the ninth bookmark in the Bookmark Bar.
Show All History	Show All History
Clear History	Clears the history of locations visited.

SAFARI BOOKMARKS MENU ACTIONS

What You Say	Comment
Show All Bookmarks	Shows the Bookmark Manager.
Hide All Bookmarks	Hides the Bookmark manager.
Access Add Bookmark Window	Adds a bookmark to the current page, allowing you to rename it.
Add Bookmark For These Tabs	Add Bookmark For These Tabs
Add Bookmark Folder	Adds a Bookmark Folder to the Bookmark collection.
Bookmark This Page	Adds the current page to the Bookmark menu without asking to rename it.
Access Save As Window	Opens the Save As dialog box.
Move To Next Cell	Moves to the next editable cell while in Bookmarks view.
Open Selected Bookmark	Opens the selected bookmark when in Bookmark view.
Delete Selected Bookmarks	Deletes the selected Bookmarks when in Bookmarks view.

SAFARI WINDOW MENU ACTIONS

What You Say	Comment
Minimize This Window	Minimizes the current window.
Minimize All Windows	Minimizes all windows.
Zoom This Window	Zooms the current window.

What You Say	Comment
Select Next Tab	Selects the next tab in the current window.
Select Previous Tab	Selects the Previous Tab in the current window.
Merge All Windows	Merges all windows.
Move Tab To New Window	Moves the current tab to a new window.
Open Downloads Window	Opens the Downloads window.
Show Activity Window	Shows the Activity window
Bring All Windows To Front	Brings all Safari windows to the front.

SAFARI HELP MENU ACTIONS

What You Say	Comment
Display Safari Help	Displays Safari's Help file in a new window.
Display Acknowledgments	Displays the Acknowledgments document in a new window.
Display Installed Plug ins	Displays the installed plug-ins in a new window.
Display License	Displays the license agreement in a new window.

SAFARI LINKS AND NAVIGATION

What You Say	Comment
Create a command for this page	Creates a command for this page
Jump To This Link	Takes you to the web page for the selected link.
Move To Next Link	Moves to the next link while in normal view.
Move To Previous Link	Moves to the previous link while in normal view.
Move To Next Text Field	Moves to the next editable text field while in normal view.
Move To Previous Text Field	Moves to the previous editable text field while in normal view.
Scroll Up	Scrolls the page up by a small amount, but more than clicking on the scroll bar up arrow.

What You Say	Comment
Scroll Down	Scrolls the page down by a little, but more than by clicking the scroll down arrow.
Scroll To Top	Scrolls to the top of the current page.
Scroll To Bottom	Scrolls to the bottom of the current page.
Scroll Left	Scrolls the page left by a little, but more than by clicking the scroll left arrow.
Scroll Right	Scrolls the page right by a little, but more than by clicking the scroll right arrow.
Scroll One Screen Down	Scrolls down one screenfull.
Scroll One Screen Left	Scrolls left one screen.
Scroll One Screen Right	Scrolls right one screen.
Scroll One Screen Up	Scrolls up one screenfull.

Mail Commands

These commands are available when Mail is frontmost.

What You Say

About This Command Set

MAIL APPLICATION MENU ACTIONS

What You Say

About This Application

Access Preferences Window

Hide This Application

Hide Other Applications

Show All Applications

Quit This Application

MAIL FILE MENU ACTIONS

What You Say

New Message

New Viewer Window

Close This Window

Save As Draft

Access Save As Window

Access Attach File Window

Access Save Attachments Window

Access Add Account Window

Access Import Mailboxes Window

Access Page Setup Window

Print This Document

MAIL EDIT MENU ACTIONS

What You Say

Undo Last Action

Redo Last Action

Cut Selection

Copy Selection

Paste From Clipboard

Delete Selection

Select All

Complete Entry

Paste As Quotation

Paste As H T M L

What You Say

Paste and Match Style

Append Selected Messages

Access Add Hyperlink Window

Include Original Attachments in Reply

Exclude Original Attachments in Reply

Access Find Window

Find In Selected Mailboxes

Use Selection for Find

Find Next

Find Previous

Jump to Selection

Access Spelling Window

Check Spelling

Turn Check Spelling As You Type Off

Turn Check Spelling As You Type On

Turn Check Spelling When You Click Send On

Speak Selection

Stop Speaking

Access Special Characters Window

MAIL VIEW MENU ACTIONS

What You Say

Show Attachments Column

Show Buddy Availability Column

Show Date Received Column

What You Say

Show Date Sent Column

Show Flags Column

Show From Column

Show Mailbox Column

Show Number Column

Show Size Column

Show To Column

Hide Attachments Column

Hide Buddy Availability Column

Hide Date Received Column

Hide Date Sent Column

Hide Flags Column

Hide From Column

Hide Mailbox Column

Hide Number Column

Hide Size Column

Hide To Column

Sort By Attachments

Sort By Buddy Availability

Sort By Color

Sort By Date Received

Sort By Date Sent

Sort By Flags

Sort By From

Sort By Mailbox

What You Say

Sort By Message Status

Sort By Number

Sort By Size

Sort By Subject

Sort By To

Turn Organize by Thread Off

Turn Organize by Thread On

Collapse All Threads

Collapse This Thread

Expand All Threads

Expand This Thread

Hide B C C Address Field

Show B C C Address Field

Hide Reply To Address Field

Show Reply To Address Field

Select All Messages In This Thread

Select Next Message in this Thread

Select Previous Message in this Thread

Go To Next Message In Thread

Go To Previous Message In Thread

Show Long Headers

Show Default Headers

View Plain Text Alternative

View Next Alternative

View Previous Alternative

What You Say

View Best Alternative For Selected Message

View Raw Source For Selection

View Original Content For Selection

Display Selected Messages Only

Display All Messages

Hide Mailboxes

Show Mailboxes

Hide Deleted Messages

Show Deleted Messages

Hide Toolbar

Show Toolbar

Access Customize Toolbar Window

Use Large Mailbox Icons

Use Small Mailbox Icons

MAIL MAILBOX MENU ACTIONS

What You Say

Go Offline

Go Online

Get All New Mail

Synchronize All Accounts

Erase Deleted Messages In All Accounts

Erase Deleted Messages On My Mac

Erase Junk Mail

Make New Mailbox

What You Say

Make New Smart Mailbox

Edit Selected Smart Mailbox

New Smart Mailbox Folder

Rename Selected Mailbox

Delete This Mailbox

Go To In Box

Go To Out Box

Go To Drafts

Go To Sent Box

Go To Junk

Go To Trash

Use This Mailbox For Drafts

Use This Mailbox For Junk

Use This Mailbox For Sent

Use This Mailbox For Trash

Rebuild Selected Mailbox

MAIL MESSAGE MENU ACTIONS

What You Say

Send Message

Send This Message Again

Reply To This Message

Reply All To This Message

Reply With I Chat

Forward Selection

What You Say

Forward This Message

Redirect This Message

Bounce Selection

Mark As Flagged

Mark As Unflagged

Mark As High Priority

Mark As Low Priority

Mark As Normal Priority

Mark As Junk Mail

Mark As Read

Mark As Unread

Move To Last Used Mailbox

Apply Rules

Add Sender to Address Book

Remove Attachments

MAIL FORMAT MENU ACTIONS

What You Say

Show Font Palette

Hide Font Palette

Show Color Palette

Hide Color Palette

Make Selection Bigger

Make Selection Smaller

Make Selection Bold

What You Say

Make Selection Italic
Make Selection Outline
Make Selection Underline
Make Selection Plain Text
Make Selection Rich Text
Copy Style Of Selection
Paste Style
Access Styles Window
Align Selection Center
Align Selection Left
Align Selection Right
Justify Selection
Change Writing Direction From Left To Right
Change Writing Direction From Right To Left
Increase Quote Level
Decrease Quote Level

MAIL WINDOW MENU ACTIONS

What You Say

Minimize This Window
Zoom This Window
Show Message Viewer
Show Address Panel
Show Previous Recipients
Show Activity Viewer

What You Say

Show Connection Doctor

Bring All to Front

Arrange In Front

MAIL HELP MENU ACTIONS

What You Say

Display Mail Help

Display What's New in Mail

MAIL NAVIGATION AND SELECTION

What You Say

Move To Beginning Of Message

Move To End Of Message

Move Down One Page

Move Up One Page

Move Down One Paragraph

Move Up One Paragraph

Move Left One Word

Move Right One Word

Move To Beginning Of This Line

Move To End Of This Line

Move Left One Character

Move Right One Character

Extend Selection to Beginning Of Message

Extend Selection To End Of Message

What You Say

Extend Selection To End Of This Window

Extend Selection Down One Page

Extend Selection Up One Page

Extend Selection To End Of Paragraph

Extend Selection Up One Paragraph

Extend Selection To Beginning Of Word

Extend Selection To End Of Word

Extend Selection Up One Line

Extend Selection Down One Line

Extend Selection To Beginning Of Line

Extend Selection To End of Line

Extend Selection Left One Character

Extend Selection Right One Character

Open Drafts Mailbox

Open In Box

Open Out Box

Open Sent Mailbox

Open Trash Mailbox

iChat Commands

This command is available when iChat is frontmost.

What You Say

Send Message

Comment

Sends the message currently being dictated.

iCal Commands

These commands are available when iCal is frontmost.

What You Say

About This Command Set

iCAL APPLICATION MENU ACTIONS

What You Say

About This Application

Access Preferences Window

Hide This Application

Hide Other Applications

Show All Applications

Quit This Application

iCAL FILE MENU ACTIONS

What You Say

Make New Event

Make New To Do

Make New Calendar

Make New Calendar Group

Show Info

Hide Info

Access Import Window

Access Export Window

Close This Window

Access Back Up Window

What You Say

Access Restore Window

Print This Document

iCAL EDIT MENU ACTIONS

What You Say

Undo Last Action

Redo Last Action

Cut Selection

Copy Selection

Paste Selection

Delete Selection

Select All

Duplicate Selection

Put Focus In Find Field

Display Special Characters Palette

iCAL CALENDAR MENU ACTIONS

What You Say

Access Subscribe Window

Publish This Calendar

Unpublish This Calendar

Access Send Publish Email Window

Refresh This Calendar

Refresh All Calendars

Access Change Location Window

What You Say

Find Shared Calendars

iCAL VIEW MENU ACTIONS

What You Say

Switch To Day View

Switch To Week View

Switch To Month View

Go To Next Day

Go To Next Month

Go To Next Week

Go To Previous Day

Go To Previous Month

Go To Previous Week

Go to Today

Go to Date

Show Mini Months

Hide Mini Months

Show Notifications

Hide Notifications

Show Search Results

Hide Search Results

Show To Dos

Hide To Dos

Show All Day Events

Hide All Day Events

iCAL WINDOW MENU ACTIONS**What You Say**

Minimize This Window

Zoom This Window

Show Address Panel

Hide Address Panel

Bring All Windows To Front

iCAL HELP MENU ACTIONS**What You Say**

Display Help

Display Keyboard Shortcuts

iCAL NAVIGATION AND DISPLAY**What You Say**

Display Calendar

Show Events On This Calendar

Hide Events On This Calendar

Hide Other Calendar Events

Scroll Up

Scroll Down

Select Next

Select Previous

Windows

MacSpeech Dictate's windows are:

NOTE PAD WINDOW. Like a word processor that takes dictation.

PROFILES WINDOW. Different users, different microphones, different profiles.

COMMANDS WINDOW. Manage what commands are available, and create new ones.

VOCABULARY EDITOR WINDOW. Manage what individual words MacSpeech Dictate can recognize, along with their automatic punctuation behavior.

MICROPHONE SETUP WINDOW. Set your sound input level.

VOICE TRAINING WINDOW. Perform additional training to help MacSpeech Dictate better recognize your speech.

VOCABULARY TRAINING WINDOW. Add words that you want MacSpeech Dictate to know.

STATUS WINDOW. Your compact floating command center.

AVAILABLE COMMANDS WINDOW. A list of all commands you can say right now.

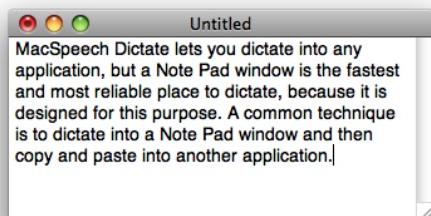
RECOGNITION WINDOW. Improve MacSpeech Dictate's accuracy when it mis-recognizes your speech.

PREFERENCES WINDOW. Some useful options live here.

Note Pad Window

MacSpeech Dictate comes with its own **built-in word processor** — Note Pad. A Note Pad window is a word processing window. But it's a special kind of word processor: it is specifically aimed at dictation through MacSpeech Dictate. In fact, you should control the contents of the window entirely through dictation and com-

mands; you should never type in a Note Pad window (and if you do, your typing comes out backwards).



A Note Pad window is the fastest and most reliable place to dictate.

MacSpeech Dictate lets you dictate into any application, but a Note Pad window is the easiest place to dictate, because it is designed for this purpose. A common technique is to dictate into a Note Pad window and then copy and paste into another application.

Another big advantage of a Note Pad window is that MacSpeech Dictate can actually “see” what’s in it; MacSpeech Dictate always knows what the contents of a Note Pad window are. MacSpeech Dictate is thus not as dependent upon its own memory of how it entered text through dictation (the cache) as in other applications. Therefore, actions that would otherwise be considered violations of the Golden Rule of MacSpeech Dictate are less disruptive in a Note Pad window. See “[The Cache and the Golden Rule](#).”

To summon a **new Note Pad window**:

- Say **File New** when MacSpeech Dictate is frontmost.
- Choose File > New Note Pad.

To **set the default font and size** for a new empty Note Pad window:

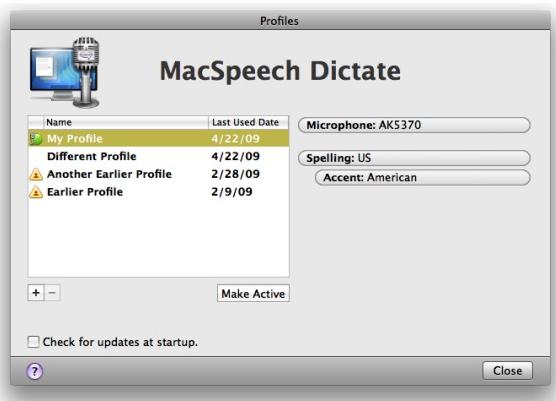
- Open a new Note Pad window, choose Format > Font > Show Fonts, specify the desired font and size, and close the Font palette and the Note Pad window.

Note Pad window contents are saved as *.rtf* files which can be opened for editing later with another word processor (TextEdit, Microsoft Word, etc.). You can also open an existing *.rtf* file into a Note Pad window (choose File > Open).

Profiles Window

The Profiles window is for managing your voice profiles.

A *voice profile* is a complete set of data on how you speak. In order to speak into MacSpeech Dictate, you must have at least one profile; and at every moment you are using exactly one profile (the *active profile* or *current profile*, marked in the Profiles window with a  icon).



The Profiles window. Four profiles are displayed: the active profile, a second profile, and two older profiles that would need to be updated to be used with this version of MacSpeech Dictate.

To summon the Profiles window, choose Tools > Profiles. If you have checked Show Profiles Window in the General Preferences pane, the Profiles window will appear automatically when you start up MacSpeech Dictate, offering you a chance to activate a profile; otherwise, MacSpeech Dictate activates the profile you were previously using.

In many cases, one profile is all you'll need. But you'll need **multiple profiles** in certain situations:

- If different people are using MacSpeech Dictate, each will need their own profile.

- If you use MacSpeech Dictate with different microphones, you'll need a profile for each microphone.
- If you use MacSpeech Dictate in different environments (home and office, for example), you should have a profile for each environment, as the ambient sound characteristics may differ.

Every profile has a name, which uniquely identifies it. The name of the active profile is visible in the Status window (as its title bar).

The data for a profile lives on your hard disk as a package whose file extension is *.dictateprofile*. You are offered the chance to set a profile's location at the time you create it. You may place it anywhere you like, such as *~/Documents/MacSpeech Profiles* (you may wish to create this folder). This allows the profile data to be backed up easily. A symbolic link to the profile will be found in *~/Library/Application Support/MacSpeech/MacSpeech Profiles*.

The first time you use MacSpeech Dictate, or the first time you use a different microphone, there will be no profile, and you will be prompted to create one.

To **create a profile**:

- In the Profiles window, click the  button. A File Save dialog appears (“Name a New Profile”); specify a name and place to save this profile, and click Choose. Back in the Profiles window, choose a microphone, spelling system, and accent from the pop-up menus at the right. Click Create. You will then be taken to the Microphone Setup window and the Voice Training window for further preparation of the microphone and voice model. For a full discussion of the profile creation process, see “[Installation and Making a Voice Profile](#).”

To **delete a profile**:

- Select the profile's listing in the Profiles window and click the  button. You can't do this if there is only one profile. You can't delete the active profile.

To set which profile should be the **active profile**:

- Select the profile's listing in the Profiles window and click Make Active.
- Double-click the profile's listing in the Profiles window.

Profiles for this version of MacSpeech Dictate are incompatible with earlier versions of MacSpeech Dictate. Profiles from an earlier version of MacSpeech Dictate are marked in the Profiles window with a special icon (⚠). You can make such a profile active; when you do, it is updated for use with this version of MacSpeech Dictate and will no longer work with earlier versions.

To **dismiss the Profiles window**:

- Create or activate a profile, as previously described.
- Click Close (at the lower right).

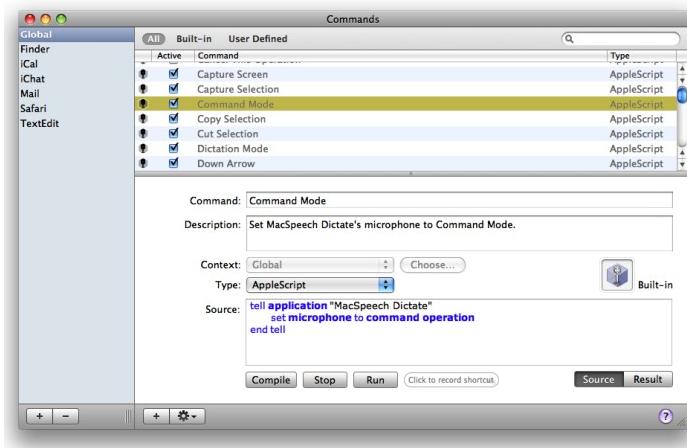
The Profiles window contains a checkbox letting you determine whether MacSpeech Dictate, as it starts up, should automatically check, over the Internet, to see if your version of the application is the newest available. This checkbox is also present in the General Preferences pane. You can also check for updates manually by choosing Dictate > Check for Updates.

Commands Window

The Commands window is your interface for management of global and application-based commands. This is where commands may be **edited** — modified, created, activated and deactivated, and deleted.

To **open the Commands window**:

- Choose Tools > Commands.
- Choose File > New Command. This is the same as choosing Tools > Commands and then pressing the  button to create a new command.



The Commands window. An active built-in command from the Global set is selected, displaying its AppleScript underpinnings.

To switch among command lists:

- In the left column, select a command set — Global, or an application context.
- At the top of the window, click All, Built-in, or User Defined.

It is the combination of *both* these settings that determines which commands are displayed.

To activate or deactivate a command:

- Click the checkbox to the left of the command's name.

A deactivated command still exists, but it is not listed in the Available Commands window, you cannot issue the command, and MacSpeech Dictate doesn't have to consider that phrase as a possible command when you say it. So, deactivating unused commands can be useful; but you probably should wait, before doing so, to see which commands you really don't need.

To create a new command:

- Click the button.

To delete a command:

- Select the command, and press Delete, or choose Delete from the tool (gear) menu.

You can't delete an unmodified built-in command. Deleting a built-in command that you've modified restores the original unmodified built-in command.

To duplicate a command:

- Choose Duplicate from the tool (gear) menu.

To edit a command:

- Select the command name and work in the region below the splitter bar.

Changes that you make in the Commands window might not be registered until you close the Commands window.

Note. You don't need to read any more about the Commands window unless you are thinking of creating or modifying a command.

Command Types

Every command is of one of the following types (as listed in the Type pop-up menu in the Commands window):

APPLESCRIPT. The command executes a script written in AppleScript. The Source field in the Commands window is an AppleScript script editing environment; you can compile and run a script, and view its result (toggle between the Source and Result buttons at the lower right). Many built-in MacSpeech Dictate commands are AppleScript commands. Even commands directed at MacSpeech Dictate itself, such as **Dictation Mode**, are AppleScript commands; MacSpeech Dictate is itself scriptable with AppleScript.

APPLICATION. The command launches a specified application. MacSpeech Dictate can generate launch commands for all your applications (see “[Generated Commands](#)”), but if you didn’t want to activate that option, an Application command would be useful for launching a particular frequently used application.

BOOKMARK. The command jumps to a URL in your default browser. The “Web 100” commands are Bookmark commands (see “[The Web 100 Commands](#)”). Listed in the command list as a URL type.

FILE OR FOLDER. The command opens a specified file or folder in the Finder (and activates the Finder). Listed in the command list as an Alias type.

MENU ITEM. The command chooses a menu item, specified by menu and menu item name. A Menu Item command must be created and edited in a specific application context, though it may later be changed to Global context if desired.

SHELL SCRIPT. The command executes a shell script. The Shell Script text field in the Commands window is a script editing environment. The script should begin with a “shebang” line (e.g. `#!/bin/sh`). Running a shell script does not open the Terminal, and there is no means of viewing output; a shell script to be run from within MacSpeech Dictate should generally be created and tested elsewhere.

TEXT MACRO. The command inserts specified text at the insertion point of the frontmost document. This is a good way to store and enter boilerplate text (hunks of named text) or any frequently used text that is awkward to dictate or that needs to be formatted without regard to MacSpeech Dictate’s automatic capitalization and punctuation rules.

AUTOMATOR WORKFLOW. The command executes an Automator workflow, specified by the pathname of the workflow file.

Creating a Command

In creating a command, consider the following:

CONTEXT. Should this command be available everywhere (Global), or only in the context of some specific application?

NAME. The name of the command is the phrase that you will speak to trigger the command. What should this phrase be?

IMPLEMENTATION. How will you implement this command? Which of the above command types should it be?

To create the command, click the  button. A command called Command Name is created. Edit each setting:

COMMAND. This is the name of the command, the phrase you will speak to trigger the command.

DESCRIPTION. This is optional; if present, it will appear as a tooltip when you hover the mouse over the command name in the Available Commands window.

CONTEXT. This is the application in which you want the command to be available. For all applications, choose Global. Contexts for which MacSpeech Dictate already has application-based commands are listed in the pop-up menu (see “[Application-Based Commands](#)”). To create a new context, click Choose and select an application in the Open dialog.

TYPE. Pick a type from the pop-up menu (see “[Command Types](#)”). Alternatively, if the implementation involves specifying a file or is itself a file, you may be able simply to leave the pop-up menu on “Automatic” and drag the file onto the drag area. For example, if you drag an Automator Workflow file, MacSpeech Dictate chooses the Automator Workflow type and points to that file; if you drag an AppleScript compiled script file, MacSpeech Dictate chooses the AppleScript type and copies the script into the Source field; if you

drag text, MacSpeech Dictate chooses the Text Macro type and copies the text into the Text field; if you drag a miscellaneous file or folder, MacSpeech Dictate switches to the File or Folder type and points to the dragged item; and so forth.

IMPLEMENTATION. If an implementation was not automatically provided by the previous step, provide an implementation for your command.

Providing a command implementation is generally straightforward, because the use of a command type implies that you already understand that command type. For example, a Shell Script implementation requires a knowledge of shell scripts.

The AppleScript command type is the most flexible, and therefore the most involved. Teaching you AppleScript is beyond the range of this manual (you can learn the language from any of a number of books, such as *AppleScript: The Definitive Guide*, published by O'Reilly Media). You can study the built-in AppleScript commands to get an idea of how they are implemented. Except for Global commands directed at MacSpeech Dictate itself, the built-in commands tend not to talk AppleScript at an application, even when it is scriptable; rather, they use GUI scripting, by way of System Events, to manipulate the target application's interface. Whenever possible, the Menu Item type is the preferred approach. This, however, should not discourage you from writing your own commands that do take advantage of the target application's scriptability.

As a convenience, MacSpeech Dictate lets you easily create an AppleScript command that issues modifier-keystroke combination. (For example, you might create a Log Out This User command that types Shift-Command-Q.) Set the Type to AppleScript, click “Click to record shortcut”, and type the modifier-keystroke combination. The script will be automatically created in the Source field.

In general, the more you arm MacSpeech Dictate with a repertory of user-defined commands corresponding to your frequently executed tasks, the more useful MacSpeech Dictate will be as a speech-driven assistant.

Vocabulary Editor Window

The Vocabulary Editor window is your interface for viewing and editing the list of words, phrases, and symbols that MacSpeech Dictate can type for you in Dictation mode.

To summon the Vocabulary Editor window, choose Tools > Vocabulary Editor.

The very first time you open the Vocabulary Editor window when a given profile is active, there will be a brief delay while MacSpeech Dictate generates an initial list of the built-in dictation vocabulary for that profile. Once this initial list is generated, subsequent access to the Vocabulary Editor window is rapid. (The list is long, though — over 150,000 words — so there can still be a brief delay when you perform certain actions in the window.)

To **switch among vocabulary lists**:

- Click All, Built-In, or User. User vocabulary can come from vocabulary training (analysis of written text, see “[Vocabulary Training Window](#)”) or from direct editing in this window. An icon distinguishes built-in vocabulary from user vocabulary.

To **filter the displayed list**:

- Type in the search field and press Return. The pop-up menu in the search field lets you determine whether the filter operation is Contains, Begins With, or Ends With. Both the written and spoken forms are searched. For example, a Contains search on “dash” lists “balderdash”, because its written form contains “dash”, but also “---”, because its spoken form is “em-dash.” To empty the search field and **stop filtering the list** (displaying the entire list), click the “x” in the search field or press Esc when the search field has focus.

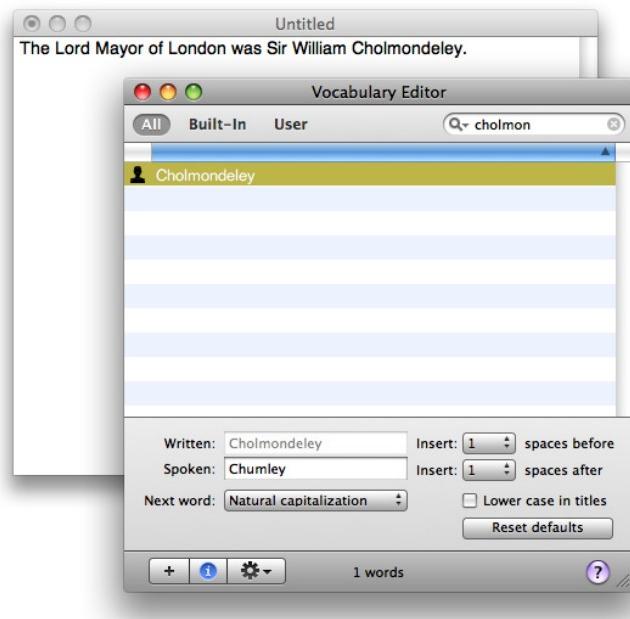
If you do a search and no match is found, and if you’re in the All category, MacSpeech Dictate will offer to add the term to your user vocabulary. To add it, click Yes. (You can edit this new vocabulary item later.) To decline, click No.

To edit a vocabulary item:

- Select the item, and use the info area at the bottom of the window. If the info area is not present, click the info button to summon it.

You can't edit the *written form* of a vocabulary item. You can edit the *spoken form* of a user vocabulary item, but not of a built-in vocabulary item; you should do this if the item's written form differs from its pronunciation. (For best results, train the item's pronunciation, as described below.) To **edit the spoken form** of a user vocabulary item:

- Type the spoken form (an English spelling equivalent to how the word is pronounced) and *press Return*. You should see a dialog warning that any recorded training for this word will be erased.



The Vocabulary Editor window, showing a user vocabulary item whose spoken form differs from its written form. (Behind, a Note Pad window demonstrates that this vocabulary item is indeed working; the user has said the spoken form and MacSpeech Dictate has typed the written form.)

The Vocabulary Editor window info area also displays features of the selected vocabulary item having to do with MacSpeech Dictate's intelligent automatic capitalization and spacing. You can edit these features for user vocabulary items, and

for most built-in vocabulary items (although some built-in vocabulary items have complex automatic capitalization and spacing rules, which can't be fully displayed or edited):

SPACES BEFORE AND AFTER. Normal words will have one space before and one space after. But a punctuation mark might follow a different rule.

NEXT WORD. How should the word following this item be capitalized? In most cases, "Natural capitalization" (the default) will be the right choice.

LOWER CASE IN TITLES. A "title" is a phrase dictated while title casing is turned on (**Caps On**). You might prefer that "small" words such as "of" or "in" not be capitalized in such phrases.

If a vocabulary item is not being recognized correctly, you might wish to train the pronunciation of the item. This means that you pronounce the item several times, so that MacSpeech Dictate can record your voice saying it and incorporate the recording into your voice model. To **train a vocabulary item**:

- Select the item, and choose Train from the tool (gear) menu at the bottom of the window.
- In the dialog for adding a new vocabulary item, click Train.

MacSpeech Dictate presents a sequence of training dialogs:

1. A dialog explaining that you are about to pronounce the item three times (click Train to proceed).
2. A dialog where you pronounce the item three times, watching for feedback in the dialog so you know MacSpeech Dictate has heard you.
3. A dialog where you are informed that the training process is over.

To **create a new user vocabulary item**:

- Click the button. Type the word, as written, in the dialog. To add a description of how the word is spoken, or to train the word's pronunciation by speaking, click Advanced to reveal the rest of the dialog.

To delete a user vocabulary item:

- Select the word and press Delete (or choose Delete from the gear menu). A dialog appears giving you an opportunity to change your mind.

To export and import vocabulary items:

- To export, select the item(s) and choose Export from the gear menu. An XML file is created. To import, choose Import from the gear menu and specify an exported XML file. User vocabulary, when created, belongs to the current profile, so this is a way to copy user vocabulary from one profile to another.

Microphone Setup Window

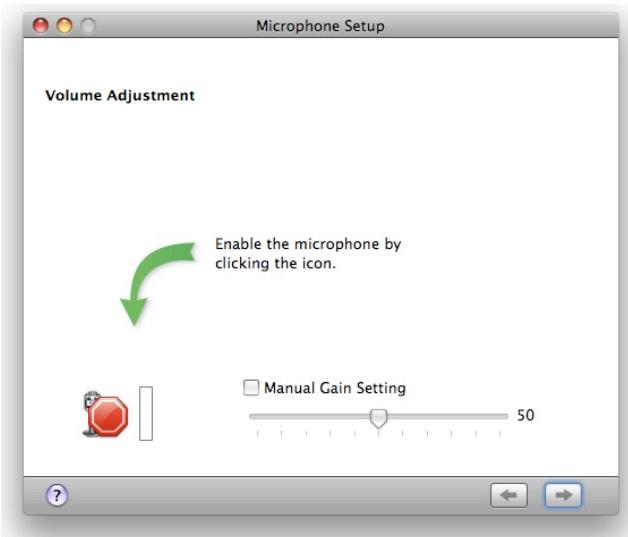
The Microphone Setup window is where you adjust the **sound input level**.

TIP. Optimal sound input level is crucial to speech recognition. It's a good idea to summon the Microphone Setup window and adjust the sound input level *each time you begin a session* using MacSpeech Dictate, and even each time you've taken off your microphone headset and put it back on, because the microphone position or the background noise conditions may have changed.

To show the Microphone Setup window:

- Choose Tools > Microphone Setup.

The Microphone Setup window will also appear automatically when you create a profile.



The Microphone Setup window is where you adjust your sound input level. To begin, click the microphone icon with the red “stop sign.”

To **adjust the sound input level automatically**:

- Click the microphone button at the lower left of the window, and read aloud the text that appears in the middle of the window, until the window informs you that the level is adjusted. You might have to read the entire text two or three times before the adjustment is completed. When adjustment is completed, the window will say “Finished” and the last few seconds of your speech will be played back.

To **adjust the sound input level manually**:

- Check “Manual Gain Setting” and slide the slider while speaking until the typical gain displayed in the thermometer next to the microphone button maxes out at the top of the green area.

For a complete description of the microphone setup process, see “[Microphone Setup](#).”

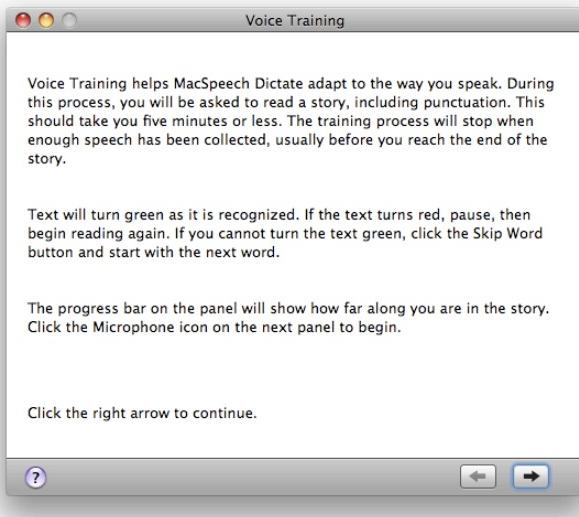
Voice Training Window

The Voice Training window is where you read aloud a little story so that MacSpeech Dictate can **train the active profile's voice model** to recognize your speech.

To **summon** the Voice Training window:

- Choose Tools > Voice Training.

The Voice Training window will also appear automatically as part of the sequence of events when you create a new profile.



The Voice Training window, before reading a story. To proceed, click the right-arrow button at lower right of the window.

To **train with a story**:

1. Click the right-arrow at the lower right. The stories are listed; stories that you have not trained for this profile are unmarked.
2. Select a story and click the right-arrow again.
3. When you're ready to begin, click the microphone button at the lower left. Read the story aloud.

As you read aloud, passages that have been recognized will turn green. If passages turn red, try again or click “Skip Word”. When you *first* start to train a profile, you will need to read quite slowly, in very short distinct phrases (but smoothly and naturally), waiting each time for the display of green text to catch up with you. After three or four pages of text, however, you will be able to read at a considerably more normal speed and in larger phrases.

When you’ve reached the end of the story, or when MacSpeech Dictate has heard enough, the window will change to indicate that your training is being processed into the voice model.

You *must* train the voice model with at least one story prior to using a new profile. After that, further training is optional. Reading additional stories (there are three of them) might improve MacSpeech Dictate’s accuracy in recognizing what you say, but in many cases the recognition engine will prove to be remarkably accurate after you have read just one story.

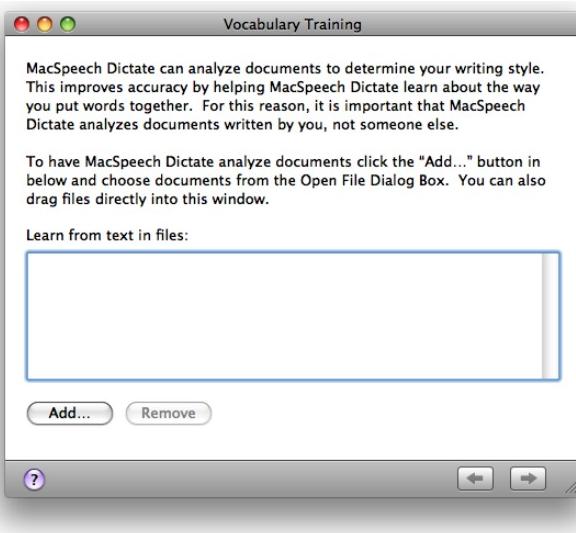
For a complete description of the voice training process, see “[Voice Training](#).”

Vocabulary Training Window

The Vocabulary Training window is where you provide MacSpeech Dictate with written text so that it can **learn unknown words**. Learned words are added to MacSpeech Dictate’s recognition vocabulary for your profile, so you can use them while dictating.

To **open the Vocabulary Training window**:

- Choose Tools > Vocabulary Training.



The Vocabulary Training window, ready to add files for analysis.

To **feed text files** to the Vocabulary Training window:

1. Click the right-arrow at the lower right.
2. Click Add to select files to add to the list of files to be analyzed. MacSpeech Dictate can read the same standard formats asTextEdit, such as text files, .rtf, .doc, and .odt files.
3. Click the right-arrow at the lower right once again.

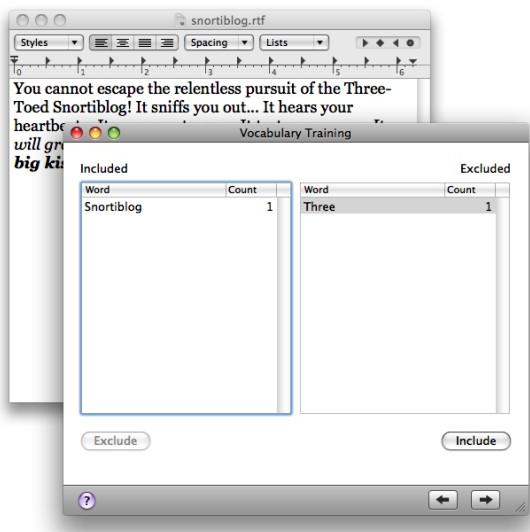
Alternatively, to **feed selected text** from an already open document to the Vocabulary Training window:

- Select the text and issue the command **Train Vocabulary from Selection**.
- Or, in a Note Pad window, select the text and choose Tools > Train Vocabulary From Selection.

If the text contains unknown words, the Vocabulary Training window will now present two columns of words: Included and Excluded. Manipulate the contents of these columns (by selecting words and then clicking Exclude or Include) so that the Included column contains only words that you actually use, and which you want MacSpeech Dictate to incorporate into its vocabulary.

To **incorporate words in the Include column** into MacSpeech Dictate's vocabulary:

- Click the right-arrow at the lower right.



The Vocabulary Training window, after analyzing a text file (shown behind), ready to add a previously unknown word to this profile's vocabulary.

Status Window

The Status window is MacSpeech Dictate's **compact control center**. When the Status window is showing, it floats over all applications.

Use the Status window to toggle the microphone on or off, to bring MacSpeech Dictate to the front, and to summon the Recognition window, using the mouse instead of your voice.

Look at the Status window to learn what your sound input level is, what mode MacSpeech Dictate is in, whether you're using a capitalization, spacing, or numeral command, what profile is currently active, what the current dictation context is (that is, where MacSpeech Dictate would type your dictation at this moment), and (optionally) to see how MacSpeech Dictate interprets what have said.



The Status window.

Top: Current profile.

Middle, left to right: microphone button; sound input level; mode button; bring to front button; Recognition window button.

(Under the last three buttons are indicators for Caps, No Space, and Numeral.)

Bottom: Current dictation context.

Underneath: Last utterance (optional).

To **show or hide the Status window**:

- Say **Show Status Window** or **Hide Status Window**.
- Choose Window > Show/Hide Status Window.
- Choose Show/Hide Status Window from the Dock menu.

To set whether the Status window is **visible when MacSpeech starts up**:

- In the General Preferences pane, check or uncheck “Show Status Window at Startup”.

To **change the Status window's transparency**:

- Use the slider in the Appearance Preferences pane.

To set whether the Status window **displays your speech as it is recognized**:

- In the General Preferences pane, check or uncheck “Show Recognized Text”.

To **toggle the microphone** on or off:

- Click the microphone button.

The microphone button's icon indicates the **microphone's status**:

- Green circle: The microphone is on.
- Red stop sign: The microphone is off.
- Blue balloon with crescent moon: The microphone is asleep.

The mode button's icon indicates the **current mode**. Click it to summon the modes menu, where you can **switch between modes**.

To **bring MacSpeech Dictate frontmost**:

- Click the bring to front button.

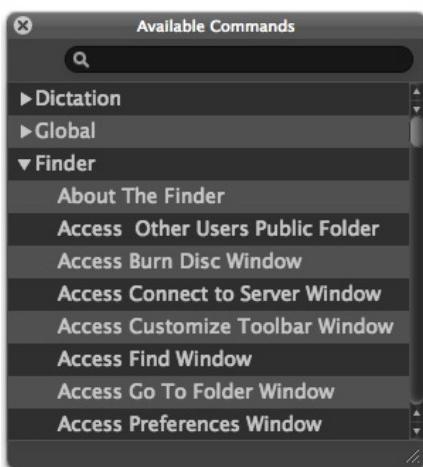
To **summon the Recognition window**:

- Click the Recognition window button.

Available Commands Window

The Available Commands window lists **the commands you can say** at any moment. When the Available Commands window is showing, it floats over all applications.

The list of commands displayed in the Available Commands window changes automatically depending on what mode you're in, what application is frontmost, and whether the Recognition window is open. The availability of some global commands and the order in which commands are displayed depends on your settings in the Command Preferences pane.



The Available Commands window, while the Finder is frontmost.

To show the Available Commands window:

- Say **Show Available Commands Window**.
- Choose Window > Show Available Commands.
- Choose Show Available Commands from the Dock menu.

The Available Commands window will automatically appear when you start up MacSpeech Dictate if it was showing when MacSpeech Dictate last quit.

Scroll through the window, or use the search field, to **discover commands**.

TIP. If there is text in the search field, the list of commands is filtered to display only commands containing that text. To be certain that *all* commands are displayed, empty the search field; a quick way is to click in the search field and press Esc.

To issue a command:

- Say the command.
- For a global or application-based command, double-click the command's name in the Available Commands window.

Hover the mouse over a command's name in the Available Commands window to see a **tooltip displaying its description**.

To hide the Available Commands window:

- Say **Hide Available Commands Window**.
- Choose Window > Hide Available Commands.
- Choose Hide Available Commands from the Dock menu.
- Click the close button at the top left of the Available Commands window.

Recognition Window

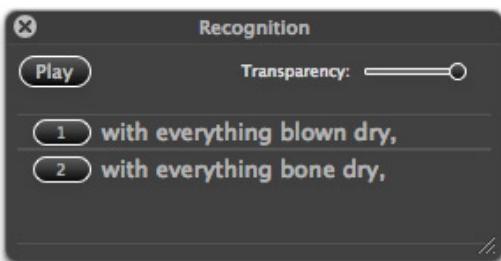
The Recognition window is your interface for refining MacSpeech Dictate's voice model by **telling it about recognition errors it has made**. This is called *training the voice model*. When the Recognition window is showing, it floats over all applications.

When MacSpeech Dictate has typed what you said in Dictation mode, and has made a mistake, use the Recognition window to *correct MacSpeech Dictate's interpretation* of what you said, as well as to *correct what MacSpeech Dictate typed*.

There are thus two ways to modify the existing dictated content of a document: you can use Dictation mode commands, or you can use the Recognition window to train the voice model. However, there is a big difference between them:

MODIFYING THE DOCUMENT. When you use a Dictation mode command to select and delete a phrase, or to select and dictate to replace a phrase, and so forth, you are implying that *you* made a mistake.

TRAINING THE VOICE MODEL. When you use the Recognition window to train the voice model, you are implying that *MacSpeech Dictate* made a mistake; it misrecognized your speech, or didn't know a word you used. Use training, in other words, to *teach MacSpeech Dictate* and to improve its accuracy in recognizing your speech and the kinds of things you say.



The Recognition window, after dictating **With everything bone dry COMMA**. The second alternative is correct, so the next step would be to say **Pick 2** (or click the 2 button).

To **summon the Recognition window**:

- Say **Show Recognition Window**.
- In Dictation mode, say one of the following:
 - **Train the Word “Someword”**
 - **Train the Words “Someword” Through “Otherword”**
 - **Train the Words “Someword” to “Otherword”**
- Click the Recognition window button in the Status window.
- Press the Recognition window keyboard shortcut.
- If “Show Recognition Window when dictating” is checked in the Recognition Preferences pane, the Recognition window will open automatically when you are dictating in Dictation mode or Spelling mode as soon as the insertion point is within or after a phrase capable of being trained. Usually this will be as soon as you dictate anything.

NOTE. The Recognition window (and voice model training in general) operates on dictated utterances. MacSpeech Dictate has its own ideas about what constitutes an utterance, based partly on where you paused while dictating. Therefore, the phrase that is selected when you say **Train the Word(s)...**, or the phrase that appears in the Recognition window (and is selected when you summon the Recognition window), might be longer or shorter than what you initially specified.

To **close the Recognition window**:

- Say **Hide Recognition Window**.
- Say **Cancel Training**.
- Say **Cancel Recognition**.
- Click the close button at the top left of the Recognition window.

- Press the Recognition window keyboard shortcut.
- If “Close Recognition Window after each choice” is checked in the Recognition Preferences pane, the Recognition window will close automatically as soon as you use it to replace a dictated phrase with its correct version.

Try different Recognition Preferences pane settings and different ways of summoning and closing the Recognition window as you train your dictation. You’ll soon settle on a favorite way of working (which might depend on external factors, such as the size of your screen).

You can **adjust the transparency** of the Recognition window. Say **Increase Transparency** or **Decrease Transparency**, or move the slider at the upper right of the window.

How to Train

The Recognition window presents **alternative interpretations** of the phrase containing the current selection or insertion point in the dictation document. The first alternative is the interpretation that MacSpeech Dictate entered in the document. The number of additional alternatives is limited by your setting for “Maximum number of alternatives” in the Recognition Preferences pane.

You can use the Recognition window to train *what you just dictated*, because the insertion point is still at the end of that phrase, so that is the phrase shown in the Recognition window. You can also *select a dictated phrase* (using Dictation mode navigation commands); if MacSpeech Dictate still has cached dictation information for this part of the document, the Recognition window will change to show alternatives for that phrase.

Thus, one way of working with the Recognition window is to train phrases **as soon as you dictate them**; another is to dictate a larger amount, such as a paragraph or two, and then **go back and train**.

In most cases, MacSpeech Dictate will have preserved the recording of your speech from when you dictated the phrase. To **play the recording** of the phrase selected in your text:

- Say **Press Play**.
- Click the Play button at the top left of the window.

This can be a useful precaution, because you may not have said what you think you said. You do not want to misstrain MacSpeech Dictate by using the Recognition window to enter a trained phrase that is *not* a correct interpretation of what you actually said! If *you* made a mistake, *don't* use the Recognition window!

If one of the Recognition window's alternatives is correct, **enter it in the document** in place of the alternative that's already there. To do so:

- Say **Pick 2** or **Choose 2** (or whatever the actual number at the left of the correct alternative is — but most of the time, it probably *will* be 2!).
- Click the numbered button at the left of the correct alternative.

You have now performed **phrase training**. Internally, MacSpeech Dictate will modify its speech model, and will save this information into your profile the next time your profile is saved.

If *none* of the Recognition window's alternatives is correct, you can edit one of the alternatives so that it *is* correct, and then enter the edited, correct alternative as in the previous step. It doesn't matter which of the alternatives you edit; edit whichever is most convenient. To **edit an alternative**:

- Say **Edit 1** (or whatever the actual number at the left of the desired alternative is).
- Click once to select the alternative, pause, and then click once inside the text of the alternative.

The alternative you are editing is now the “target” for dictation and commands. You can edit using Dictation mode or Spelling mode (and it is also fine to use your

fingers to type in the Recognition window). The only standard command that doesn't work is "Scratch that"; instead, use **Scratch Word** or **Forget Word**.

To **exit editing mode** without entering the corrected phrase into your document:

- Say **Cancel Edit** or click elsewhere.

Preferences Window

The Preferences window lets you set certain **options** for MacSpeech Dictate. To **show the Preferences window**:

- Choose Dictate > Preferences.

To **close the Preferences window**:

- Click the close button at the top left of the window.

General Preferences pane

The General Preferences pane assembles some miscellaneous options, having mostly to do with the state of things when MacSpeech Dictate is launched.

STARTUP MODE

Use the **radio button** to determine what mode MacSpeech Dictate should be in when it starts up, or whether the microphone should simply be off.

STARTUP ACTIONS

Check **Check for Updates** if you want MacSpeech Dictate to go online at launch time and automatically communicate over the Internet with MacSpeech to see whether your version of MacSpeech Dictate is the most recent. If a newer version is available, you will be offered a chance to download and install it. You can also check for updates manually by choosing Dictate > Check for Updates.

(This checkbox does the same thing as the checkbox in the Profiles window. If one is checked, the other is automatically checked.)

Check **Show Profiles Window** if you want MacSpeech Dictate to pause and display the Profiles window at launch time; the main reason for doing this would be so that you can select a profile as the active profile. If unchecked, MacSpeech Dictate will automatically activate the profile you were using previously.

Check **Show Status Window** if you want the Status window to be visible at launch time.

WHEN ACTIVATING A PROFILE

Check **Open a New Note Pad Window** if you want a new empty Note Pad window to open when a profile is activated. This includes opening a Note Pad window at launch time, because a profile is always activated at launch time.

FEEDBACK

Check **Show Recognized Text** if you want the Status window to display the text of each phrase that MacSpeech Dictate understands you to have uttered (as shown in the illustration on [page 127](#)).

Appearance Preferences pane

The Appearance Preferences pane assembles some miscellaneous options having to do with microphone icons and the Status window.

SHOW MICROPHONE STATUS

Check **In the menu bar** if you want the MacSpeech Dictate status menu item to appear in the menu bar. This status menu item is an icon that displays whether the microphone is on or off, or asleep; plus, you can click it to toggle the microphone on or off.

Check **In the Dock** if you want MacSpeech Dictate's Dock icon (and its Command-Tab application switcher icon) to be badged with a microphone icon showing whether the the microphone is on or off, or asleep.

STATUS TRANSPARENCY

Use the slider to govern how opaque or transparent the Status window should be.

Recognition Preferences pane

The Recognition Preferences pane governs some behaviors of the Recognition window, and of the recognition engine.

RECOGNITION WINDOW OPTIONS

If **Show Recognition Window When Dictating** is checked, the Recognition window will open automatically when you are dictating in Dictation mode or Spelling mode as soon as the insertion point is within or after a phrase capable of being trained. Usually this will be as soon as you dictate anything.

If **Close Recognition Window After Each Choice** is checked, the Recognition window will close automatically as soon as you use it to replace a dictated phrase with its correct alternative.

Use **Maximum Number of Alternatives** to set the number of alternatives shown in the Recognition window. Fewer alternatives might be shown (as few as one, in fact), depending on how certain MacSpeech Dictate feels about its interpretation of what you said.

RECOGNITION BEHAVIOR

Use the **slider** to trade off between speed and accuracy of speech recognition. The middle (50) is a good initial setting, but given the speed of today's Intel-based machines you can probably opt for more accuracy with no ap-

preciable increase in response time. Feel free to experiment. After you've done a good deal of dictation and honed your voice model using the Recognition window, MacSpeech Dictate will probably be both faster and more accurate, so you can then afford to move the slider to the right a bit.

Dictation Preferences pane

The Dictation Preferences pane allows the **Auto Cache Document** feature to be enabled or disabled for certain applications.

TextEdit

By default, **Auto Cache Document** is enabled for TextEdit. To disable, uncheck the box next to TextEdit.

Microsoft Word

By default, **Auto Cache Document** is enabled for Microsoft Word. To disable, uncheck the box next to Microsoft Word.

Command Preferences pane

The Command Preferences pane affects the behavior and contents of the Available Commands window, as well as what commands are actually available.

AVAILABLE COMMANDS WINDOW

Check **Show Global Commands at Top** to make the global commands appear above the application-based commands in the Available Commands window.

Check **Enable Web Site Commands** to cause the Web 100 global commands to be enabled (and to be present in the Available Commands window).

COMMAND GENERATION

Check **Generate Application Launch Commands** to cause global commands for launching applications to be generated the next time you start up MacSpeech Dictate.

Check **Generate Email Commands** to cause global commands for creating and addressing an email message to be generated the next time you start up MacSpeech Dictate.

Shortcuts Preferences pane

The Shortcuts Preferences pane lets you set **global keyboard shortcuts** (hot keys) for three MacSpeech Dictate actions. They are:

- **Toggle Microphone.** Turns the microphone on or off.
- **Select Speech Mode.** Cycles through the modes: Dictation mode, Spelling mode, and Command mode.
- **Show Recognition Window.** Shows and hides the Recognition window.

To **set a shortcut**:

- Click in the oval shortcut region and type the desired shortcut.

To **delete a shortcut**:

- Click the “X” at the right end of the oval shortcut region.

Menus

This section lists MacSpeech Dictate's menus and menu items.

Dictate Menu

About MacSpeech Dictate. Summon the About window.

Preferences. Summon the Preferences window.

Visit MacSpeech's Web Site. Go, in your default browser, to <http://www.mac-speech.com>.

Check for Updates. Communicate over the Internet with MacSpeech to see whether your version of MacSpeech Dictate is the most recent. If a newer version is available, you will be offered a chance to download and install it. MacSpeech Dictate can also optionally check for updates automatically as it starts up; to control whether it does this, use the checkbox in the Profiles window or the General Preferences pane.

File Menu

New Note Pad. Open a new empty Note Pad window.

New Command. Open the Commands window in the same state as if you had pressed the  button to start creating a new command.

Open. Summon a standard File Open dialog where you can open an existing .rtf file as a Note Pad window.

Open Recent. Open a document recently edited as a Note Pad window.

Close. Close the active window (offering a chance to save if necessary).

Save. Save the current Note Pad window (as an .rtf file).

Save As. Summon a standard File Save dialog where you can save the current Note Pad window as an *.rtf* file, specifying the file's name and location.

Save Profile. Save the currently active profile's data. Enabled only if you have done something (such as training the voice model) to affect the active profile. The active profile is saved automatically when you activate a different profile or quit MacSpeech Dictate; this menu item is just a “safety valve” for those wishing to make certain that changes in the profile are not lost in case of a power failure or similar unforeseen event.

Command Import. Summon a standard File Open dialog where you can open a *.commandstext* file (as created by the Command Export menu item). Opening such a file will incorporate the commands it contains, so that they will appear in the Commands window and the Available Commands window.

Command Export. Summon a dialog where you can select commands (from the Commands window) to export, followed by a standard File Save dialog where you can specify a name and location to save the commands as a *.commandstext* file. This is an XML file, but it is not intended to be user-editable; its purpose is to be imported with the Command Import menu item. Thus you can transfer custom commands between computers and users.

ScriptPak Import. Like Command Import, but the type of file you can open is a ScriptPak, as exported from or created for iListen, MacSpeech's previous speech recognition application.

Edit Menu

The Edit menu items are a subset of those that are standard and familiar in any Mac OS X word processing application, such asTextEdit.

Undo. Undo the previous action.

Redo. Redo the previously undone action.

Cut. Remove selected text and place it on the clipboard.

Copy. Place a duplicate of the selected text on the clipboard.

Paste. Insert the contents of the clipboard at the selection point.

Paste and Match Style. Insert the contents of the clipboard at the selection point, ignoring any style information on the clipboard.

Delete. Remove selected text (without placing it on the clipboard).

Select All. Expand the selection to including everything.

Find > Find. Summon the Find dialog.

Find > Find Next. Search forwards for the Find string.

Find > Find Previous. Search backwards for the Find string.

Find > Use Selection for Find. Copy the selected text to become the Find string.

Find > Jump to Selection. Scroll to reveal the selected text.

Spelling > Show Spelling and Grammar. Summon the Spelling and Grammar dialog.

Spelling > Check Spelling. Select the next misspelled word.

Spelling > Check Spelling While Typing. Toggle whether misspelled words are marked.

Special Characters. Summon the Special Characters input palette.

Speech Menu

The menu items of the Speech menu also appear in MacSpeech Dictate's Dock menu. An advantage of the Dock menu is that it works even if MacSpeech Dictate is not frontmost.

Microphone On/Off. Toggle the microphone on or off.

Dictation. Switch to Dictation mode. Checked if MacSpeech Dictate is already in Dictation mode.

Command. Switch to Command mode. Checked if MacSpeech Dictate is already in Command mode.

Spelling. Switch to Spelling mode. Checked if MacSpeech Dictate is already in Spelling mode.

Sleep / Wake Up. Switch into or out of Sleep mode.

Tools Menu

Profiles. Summon the Profiles window.

Commands. Summon the Commands window.

Vocabulary Editor. Summon the Vocabulary Editor window.

Microphone Setup. Summon the Microphone Setup window.

Voice Training. Summon the Voice Training window.

Vocabulary Training. Summon the Vocabulary Training window.

Train Vocabulary from Selection. Analyze the text selected in the current Note Pad window and then, if the text contains unknown words, summon the Vocabulary Training window displaying Included and Excluded columns.

Format Menu

The Format menu items are a subset of those that are standard and familiar in any Mac OS X word processing application, such asTextEdit. They work in a Note Pad window.

Font > Show Fonts. Show the Font palette. Changes will be applied to the selection.

Font > Bold. Toggle the bold styling of the selection.

Font > Italic. Toggle the italic styling of the selection.

Font > Underline. Toggle the underlined styling of the selection.

Font > Bigger. Increase the font size of the selection.

Font > Smaller. Decrease the font size of the selection.

Font > Show Colors. Show the Color palette. Changes will be applied to the selection.

Font > Copy Style. Move styling information from the selection to the clipboard.

Font > Paste Style. Apply style information from the clipboard to the selection.

Text > Align Left. Align the selected text against the left margin.

Text > Center. Center the selected text between the margins.

Text > Justify. Align the selected text against both margins.

Text > Align Right. Align the selected text against the right margin.

Window Menu

Minimize. Minimize the active Note Pad window to the Dock.

Minimize All. Option-key version of the above. Minimize all Note Pad windows to the Dock.

Zoom. Toggle the size of the active Note Pad window.

Zoom All. Option-key version of the above. Toggle the size of all Note Pad windows.

Bring All to Front. Bring all MacSpeech Dictate windows in front of windows of other applications.

Arrange in Front. Option-key version of the above. Bring all MacSpeech Dictate windows in front of windows of other applications, and arrange them neatly overlapping in the middle of the screen.

Show / Hide Status Window. Toggle the visibility of the Status window.

Show / Hide Available Commands. Toggle the visibility of the Available Commands window.

The preceding two menu items also appear in MacSpeech Dictate's Dock menu. An advantage of the Dock menu is that it works even if MacSpeech Dictate is not frontmost.

Individual Windows. Individual open windows (not including the floating Status window, Available Commands window, and Recognition window) are listed; choose one to switch to it. The active window is checked. Note Pad windows containing unsaved changes are marked with a bullet.

Help Menu

MacSpeech Dictate Help. Summon the online help.

Welcome. Display a brief document with advice on getting started with MacSpeech Dictate.

Tips & Tricks. Display miscellaneous advice for using MacSpeech Dictate.

Release Notes. Display notes on the current version of MacSpeech Dictate.

Quickstart Guide. Display a brief PDF document with instructions on getting started with MacSpeech Dictate.

User Manual. Display this PDF User Manual for MacSpeech Dictate.

Send Email to Tech Support. Create a new message in your default email client, addressed to MacSpeech Technical Support.

Tips on Speaking

Speech recognition, while it has become far faster and better over the past several years, does not work like the human brain. The speech recognition engine identifies the words you speak, using its knowledge of how you pronounce sounds, along with a rudimentary notion of grammatical and lexical context, but it doesn't know the meaning of the words, nor does it have the understanding of your speech that a person does.

Thus, while the speech recognition engine's accuracy can be improved to respond to the unique characteristics of your voice, you also need to let MacSpeech Dictate train you. Your use of MacSpeech Dictate will be much more successful if you bear in mind, and put into operation, a few simple tips.

TRAIN HONESTLY. When you create a profile, you will use Microphone Setup to set your microphone input level, and then you will use Voice Training to read a story. Speak in the same manner and choose the same environment in which you will primarily use MacSpeech Dictate.

BE CONSISTENT. This tip is a continuation of the previous one. Having trained MacSpeech Dictate with Voice Training, you should carry on speaking the same way, as you proceed to *use* MacSpeech Dictate. Stressing your words, or speaking expressively, is apt to alter your pronunciation and mislead the speech recognition engine.

PAUSE. MacSpeech Dictate hears and thinks in “utterances,” which are stretches of speech with pauses in between. When you say **Scratch That**, MacSpeech Dictate deletes the previous utterance. The Recognition window displays complete utterances. Utterances can be phrases or even complete sentences. Since MacSpeech Dictate thinks in utterances, you should speak in utterances. Pause fairly often.

SPEAK CLEARLY. Don't mumble. Imagine you're speaking over a radio connection from the International Space Station, that the signal is undependable and static-prone, and that you're calmly explaining to a disbelieving ground crew at Houston that a large green alien monster is trying to break in. Clarity is key.

SPEAK NATURALLY. Speak clearly, but speak calmly and naturally. Don't over-emphasize any sounds. Don't over-emphasize the divisions between words. Don't pronounce "fat cat" as "ffatt-uh, catt-uh;" run words and sounds together in a linguistically natural way. Don't pronounce "the" as "thee," or "a" as "aye," unless that's how you actually speak. MacSpeech Dictate needs to hear sounds and words in their natural linguistic context. Speak in utterances, but make each utterance natural and smooth.

DICTATE, DON'T TALK. Talking and dictating are different. Conversation is a bit like mind-reading; we guess at what our interlocutor means. MacSpeech Dictate can't read your mind; it tries to transcribe faithfully what you actually say. Make up your mind what you want to say, then say it. Don't stumble. Don't add any extra noises or interjections, like "You know." Pause between utterances, but try not to hesitate in the middle of an utterance.

RELAX. Tension in your voice and mouth can cause sounds to emerge in an artificial, strained way. Posture might matter. It can even be helpful to have on hand a glass of water, or warm tea, and to take frequent sips. Breathe gently so that your breath is not heard as an utterance. Turn the microphone off and shake out your tension from time to time.

The Cache and the Golden Rule

MacSpeech Dictate acts as intermediary between your speech and an application. You speak to MacSpeech Dictate; MacSpeech Dictate causes text to be typed or altered in an application's window. Sometimes, however, MacSpeech Dictate may appear to type text in the wrong place, or it might seem unable to obey dictation commands correctly.

Such cases are not mysterious, and you can largely prevent them — or, if they do arise, cure them — if you understand some basic facts about how MacSpeech Dictate operates on an application.

Two Ways of Working

You can use MacSpeech Dictate in two very different ways:

- To **boss around your computer**. Open Safari. Jump to Bookmark One. Move to Next Link. Move to Next Link. Jump to This Link. Jump Back. Scroll One Screen Down. Scroll One Screen Down. Close This Window.
- To **work with text**. Dear Mister Smith. Colon. New Paragraph. I am concerned about the report of the committee. Period. Capitalize the Word “Committee”. Go to End. There is a suggestion of wrongdoing on our part. Period. Select the Words “A Suggestion”. An implication.

The first way has to do with the computer's **overall user interface**. You're using your voice to navigate and push buttons. Have fun! There's nothing special to know about this.

The second way has to do with **text**. This is where some special considerations come in.

Text and the Cache

Look at the second example above: think about the command **Capitalize the Word “Committee”**. How does MacSpeech Dictate know where the word “committee” *is*? It knows because it typed it in the first place. How does MacSpeech Dictate know where the cursor is now? (It must know this, so that it can know how far to jump back in order to select the word “committee” and capitalize it.) It knows because it did the typing that put the cursor there.

Look at what the second example above does *not* do. When the user has told MacSpeech Dictate to capitalize the word “committee” and she wants to resume dictating at the end of the sentence, does she click the mouse after the final Period and start dictating? No! She says **Go to End**. That way, MacSpeech Dictate moves the insertion point, and MacSpeech Dictate still knows where it is. When the user wants to replace “a suggestion” with “an implication”, does she use the mouse to select the words “a suggestion”? No! She tells MacSpeech Dictate to select those words, so that when she says “an implication”, MacSpeech Dictate knows where the selection is and what’s being replaced.

MacSpeech Dictate can send signals to an application. But MacSpeech Dictate can’t actually “see” what’s going on. It doesn’t know what the current document window looks like, or what you do there. MacSpeech Dictate knows only what *it* has done there. As it works with text, MacSpeech Dictate memorizes its own actions: the text it types, the navigation it performs. This memory is called the *cache*. The cache is how MacSpeech Dictate keeps track of what text is in the window and where the selection or insertion point is located within that text.

When you’re using MacSpeech Dictate to work with text, therefore, you shouldn’t do anything that goes behind MacSpeech Dictate’s back. Don’t use the mouse and keyboard to navigate, select, cut and paste, or type. If you do, the cache will get out of sync with reality. (That’s not a disaster! You can tell MacSpeech Dictate to

throw away the current cache, read the document's contents afresh, and start a new cache. But it's better not to get the cache out of sync if you can help it.)

The Golden Rule of MacSpeech Dictate is designed to keep you aware of the cache:

The Golden Rule of MacSpeech Dictate

When you're working with text, **don't mix your voice with
your hands.**

Why Note Pad Windows Are Special

MacSpeech Dictate comes with its own special word-processing windows — Note Pad windows. When you work in a Note Pad window, the Golden Rule is more relaxed. That's because a Note Pad window *belongs* to MacSpeech Dictate, so MacSpeech Dictate *can* see what's in the window — pretty much all the time. So selecting and navigating text with the mouse and keyboard, which would spell trouble for the cache in any other application, is pretty much okay in a Note Pad window.

Note Pad windows are easier, then, because they are more forgiving. A Note Pad window is a great place to work with text when you're just getting started with MacSpeech Dictate. Even as an experienced user, you may find it simple and fast to work in a Note Pad window and then copy the text and paste it into some other application.

Extra for Experts

You might be tempted to read the Golden Rule too literally. You might think: "As long I keep my hands off the keyboard, I can't possibly violate the Golden Rule." That's not so. The Golden Rule is more subtle than that. The fact is, you *can* use

your voice to violate the Golden Rule. (But you should try not to, of course.) How can this be?

Recall that there are two ways of working with MacSpeech Dictate: bossing your computer around, and working with text. Most of the time, bossing your computer around and working with text don't interfere with one another. You can dictate text for a while, and then you can say **Open Safari** and so on. But you might boss your computer around in such a way that text is affected! If this is text that you're already working with (so that it's in the cache), you've violated the Golden Rule.

Here's an example of what can go wrong. Assume you're *not* in a Note Pad window; you're inTextEdit or Apple Mail or something. And you say: **This is a very bad situation. Select the Word "Very". Cut Selection.** You've just violated the Golden Rule, even though you used only your voice.

Why? Because the command **Cut Selection** means: "Tell the current application to choose Edit > Cut." That's bossing the computer around. So this is exactly the same as if *you* had chosen Edit > Cut — using your hands. The cache-conscious way to delete a word is **Delete the Word "Very"**. That's working with text (and you know this because **Delete the Word "Very"** is a Dictation mode command).

Cache Commands

MacSpeech Dictate includes the global commands **Cache Document**, **Cache Selection**, and **Purge Cache**. They can help you if the Golden Rule is accidentally violated, and in many other situations where MacSpeech Dictate needs to get "in sync" with a document that it can't "see."

Cache

As you dictate, and as MacSpeech Dictate types text for you, it also *remembers* the text that it types for you. That's why you can use commands like **Go To End** or **Move Backward Five Words** to navigate and edit your text: MacSpeech can

navigate this text because it *created* this text. MacSpeech Dictate also maintains recordings of your voice, and alternative interpretations of what you said. That's why voice playback and phrase training are possible. All of this information is kept in the *cache*.

But MacSpeech Dictate knows *nothing* about text that it *didn't* enter for you. This could make it tricky to use MacSpeech Dictate to edit a document that already exists, or to edit distinct parts of a large document. If you accidentally violate the Golden Rule by making a manual change to a document where you've been dictating, MacSpeech Dictate won't know you've done this, and navigation and editing commands may misbehave. The "Cache" commands help you handle such situations:

- When you say **Cache Document**, you're telling MacSpeech Dictate to **read the whole document's contents**, no matter how those contents were created. MacSpeech Dictate forgets what it entered in this document, throws away its recordings of your voice (so training on existing text is no longer possible), and just reads the document. Now it knows what the document contains, so now you can tell MacSpeech Dictate to navigate the document and to enter and edit text.
- Alternatively, you can say **Cache Selection**. This is like **Cache Document**, but it works on just the **currently selected text**. MacSpeech Dictate now knows about a limited region of the document. Commands for navigation, and entering and editing text, will work within this region. (To work with MacSpeech Dictate *outside* this region, you'd need to issue another "Cache" command.) Note that after **Cache Selection**, the commands **Go To Beginning** and **Go To End** mean: Go to the beginning or end of *the cached region*.

Saying **Cache Document** or **Cache Selection** can be a simple way to resume working after **deliberately violating the Golden Rule**. Why might you do that? For one thing, accidents can happen, and sometimes violating the Golden Rule is the only way to repair them. On rare occasions, you might need to make

an alteration in the document where vocal commands just won't do. That's no crime; simply remember that afterwards you should issue a "Cache" command.

For example, sometimes when using the Recognition window to train the voice model and emend some text you've already dictated, MacSpeech Dictate might become confused and get the spacing or capitalization wrong, so that you must use the mouse and keyboard to fix the document. Even more dramatic, suppose you tell MacSpeech Dictate to select a large swatch of text, and then your next spoken command is misinterpreted as dictation and the whole selected passage is accidentally replaced! Clearly, this is no time to be worrying about the Golden Rule; just press Command-Z (Edit > Undo) and fix the document. Afterwards, though, to resume dictating, you'll want to issue a "Cache" command so that MacSpeech Dictate can once again "see" the document contents correctly.

Purge

To empty MacSpeech Dictate's cache completely is called *purging the cache*:

- When you say **Purge Cache**, it's like doing just the first half of a **Cache Document** command: MacSpeech Dictate forgets what it entered in this document, and *doesn't* read the document. It just **assumes the document is empty**.

Consider, for example, a dialog consisting of two text fields. You dictate text into the first text field, then tab to the second text field and dictate text there. MacSpeech Dictate can't "see" that there are two text fields; in its cache, it considers the first text and the second text to be part of one continuous stretch of text. This is going to lead to navigation errors! The solution is: As you start to work on the second text field, say **Purge Cache**. Now MacSpeech forgets what it did in the first text field and treats the second text field as a new empty world.

TIP. Tabbing from field to field is such a common thing to do that MacSpeech Dictate includes two commands to help you with it: **Next Field** and **Previous Field**. These commands are in fact a combination of **Purge Cache** and pressing Tab or Shift-Tab. (Conversely, you should *not* use **New Line** or **New Paragraph** to move from field to field — or if you do, say **Purge Cache** immediately afterwards.)

Note Pad Windows and the Cache

A Note Pad window is exceptional. MacSpeech Dictate *always* knows the contents of a Note Pad window, because the window “belongs” to MacSpeech Dictate. So, in effect, the **Cache Document** command is automatically executed for you as required. When you open an existing document into a Note Pad window, or when you paste text into a Note Pad window, **Cache Document** is automatically executed. When you say **Purge Cache** in a Note Pad window, **Cache Document** is automatically executed. And **Cache Selection** is meaningless.

Still, **Cache Document** is useful in a Note Pad window, since you might want MacSpeech Dictate to forget how text was entered in the document, remove its recordings of your voice, and just start over, learning about the whole document from scratch. This could be helpful, for instance, when dictating a long document.

Sound Input Troubleshooting

If MacSpeech Dictate doesn't respond to your voice or doesn't seem to be working at all, check your sound input. The problem might be software (your USB microphone might not be your sound input device) or hardware (your USB microphone might not be working at all).

Begin by quitting MacSpeech Dictate if it is running. You might restart the computer just in case. Now try the following:

- Look in System Preferences > Sound > Input and make sure your USB microphone is the **sound input device**. Speak into the microphone. The input level indicator should respond to your voice. If it does not, try unplugging the USB microphone or adapter from the USB port and plug it back in again. Remember, most USB microphones must be plugged directly into your computer (not into a USB hub). Also, check to see whether your microphone has a Mute switch and make sure it is not engaged.
- Look in System Preferences > Speech > Speech Recognition > Settings and switch the microphone to your USB microphone. Click Calibrate. Speak into the microphone. You should see the level indicator rise and fall (to the right) in response to your speech. The indicator can be a little stubborn; you might have to click Cancel and then click Calibrate again to bring it to life. Speak at random, moving the slider right or left until the high point of the slider is consistently at about the middle of the green region. Now try saying each phrase in succession and see if the computer understands you.

If things appear to be working, quit System Preferences and try MacSpeech Dictate again. Choose Tools > Microphone Setup and go through the microphone setup procedure (see “**Microphone Setup**,” earlier). You should now be able to use MacSpeech Dictate.

If things do *not* appear to be working, suspect the microphone. If possible, try plugging the microphone into a different computer and running the same tests there to confirm this.

What's Installed Where

In case you're wondering where all the pieces of MacSpeech Dictate live on your hard disk, or if perhaps for some reason you'd like to uninstall it, here's a list of the pieces and where they live (and how big they are).

THE APPLICATION. It lives wherever you put it when you installed MacSpeech Dictate — typically in the top-level */Applications* folder, but it could be anywhere. It's approximately 30MB in size.

THE SUPPORT FOLDER. This is in your user's *Library/Application Support/MacSpeech*. It is nearly 1GB in size, because it includes the speech recognition engine data. If you decide to delete this folder, it might be a good idea to look in the *Dictate* folder and find your license file and set it aside. It will be convenient to have on hand if you decide to install MacSpeech Dictate again later.

THE PREFERENCES FILE. This is in your user's *Library/Preferences*, and is called *com.macspeech.dictate.plist*. It maintains a record of the state of the application each time you quit. It's very small.

YOUR PROFILE(S). Each profile is wherever you put it when you created the profile. It could be anywhere. A Spotlight search on “dictateprofile” should find your profiles. A profile is about 30MB in size.